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A SYSTEM APPROACH TO NAVY MEDICAL EDUCATION AND TRAINING. APPEN--ETC (U)

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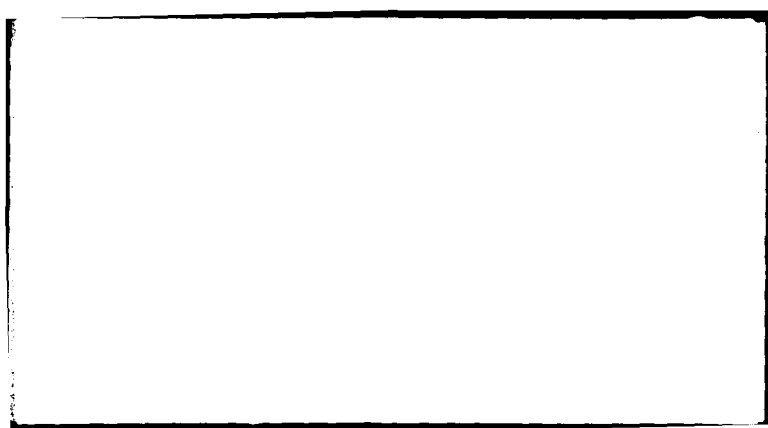
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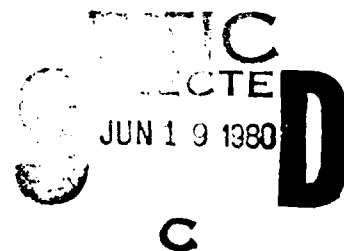
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APPENDIX 13.

DENTAL TECHNICIAN



APPLICATION OF A SYSTEM APPROACH
U.S. NAVY MEDICAL DEPARTMENT
EDUCATION AND TRAINING PROGRAMS
FINAL REPORT

Prepared under Contract to
OFFICE OF NAVAL RESEARCH
U.S. DEPARTMENT OF THE NAVY

Quida C. Upchurch, Capt., NC, USN
Program Manager
Education and Training R&D
Bureau of Medicine and Surgery (Code 71G)

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REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM
1. REPORT NUMBER Final Report (Vols. I & II) Appendix: 13	2. GOVT ACCESSION NO. AD-A085 689	3. RECIPIENT'S CATALOG NUMBER
4. TITLE (and Subtitle) A System Approach to Navy Medical Education and Training - Appendix 13 Dental Technicians		5. TYPE OF REPORT & PERIOD COVERED FINAL REPORT
6. AUTHOR(s)		7. PERFORMING ORG. REPORT NUMBER
8. CONTRACT OR GRANT NUMBER(s)		9. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS
9. PERFORMING ORGANIZATION NAME AND ADDRESS Office of Naval Research Department of the Navy Arlington, Virginia 22217		10. REPORT DATE 31 Aug 74
11. CONTROLLING OFFICE NAME AND ADDRESS Office of Naval Research Department of the Navy Arlington, Virginia 22217		12. REPORT DATE 31-8-74
14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office) Office of Naval Research Department of the Navy Arlington, Virginia 22217		13. NUMBER OF PAGES
		15. SECURITY CLASS. (of this report) UNCLASSIFIED
16. DISTRIBUTION STATEMENT (of this Report) Approved for public release; distribution unlimited.		15a. DECLASSIFICATION/DOWNGRADING SCHEDULE
17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report) Approved for public release; distribution unlimited.		
18. SUPPLEMENTARY NOTES None		
19. KEY WORDS (Continue on reverse side if necessary and identify by block number) Education and Training Medical Technician Medical Training Job Analysis Nurse Training Task Analysis Dentist Training Curriculum Development		
20. ABSTRACT (Continue on reverse side if necessary and identify by block number) The study objective consisted of a determination of what the health care personnel in the Navy's Medical Department, Bureau of Medicine and Surgery actually do in their occupations; improving the personnel process (education and training); and building a viable career pathway for all health care personnel. Clearly the first task was to develop a system of job analyses applicable to all system wide health care manpower tasks. A means of postulating simplified occupational clusters covering some 50		

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currently designated Navy enlisted occupations, 20 Naval Enlisted Classification Codes (NEC's) were computerized. A set of 16 groupings that cover all designated occupations was developed so as to enhance the effectiveness of professionals and sub-professionals alike.

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FOREWORD

The project, "Application of a System Approach to the Navy Medical Department Education and Training Programs," was initiated in May of 1969 as a realistic, comprehensive response to certain objectives set forth in ADO 43-03X, and to memoranda from both the Secretary of Defense and the Assistant Secretary of Defense, Manpower and Reserve Affairs. The Secretary's concern was stated in his memorandum of 29 June 1965, "Innovation in Defense Training and Education." More specific concerns were stated in the Assistant Secretary's memorandum of 14 June 1968, "Application of a System Approach in the Development and Management of Training Courses." In this he called for "vigorous and imaginative effort," and an approach "characterized by an organized training program with precise goals and defined operational interrelation among instructional system components." He also noted, "Job analyses with task descriptions expressed in behavioristic terms are basic and essential to the development of precise training goals and learning objectives."

The Project

System survey and analysis was conducted relative to all factors affecting education and training programs. Subsequently, a job-analysis sub-system was defined and developed incorporating a series of task inventories "...expressed in behavioristic terms..." These inventories enabled the gathering of job activity data from enlisted job incumbents, and data relating to task sharing and delegation from officers of the Medical, Nurse and Dental Corps. A data management sub-system was devised to process incumbent data, then carry out needed analyses. The development of initial competency curricula based upon job analysis was implemented to a level of methodology determination. These methods and curriculum materials constituted a third (instructional) sub-system.

Thus, as originally proposed, a system capability has been developed in fulfillment of expressed need. The system, however, remains untested and unevaluated. ADO 43-03X called for feasibility tests and cost-effectiveness determination. The project was designed to so comply. Test and evaluation through the process of implementation has not proved feasible in the Navy Medical Department within the duration of the project. As designed and developed the system does have "...precise goals and defined operational interrelation among instructional system components." The latter has been achieved in terms of a recommended career structure affording productive, rewarding manpower utilization which bridges manpower training and health care delivery functions.

Data Management Sub-System

Job analysis, involving the application of comprehensive task inventories to thousands of job incumbents, generates many millions of discrete bits of response data. They can be processed and manipulated only by high speed computer capability using rigorously designed specialty programs. In addition to numerical data base handling, there is the problem of rapidly and accurately manipulating a task statement data base exceeding ten thousand carefully phrased behavioral statements. Through the use of special programs, task inventories are prepared, printouts for special purposes are created following a job analysis application, access and retrieval of both data and tasks are efficiently and accurately carried out, and special data analyses conducted. The collective programs, techniques and procedures comprising this sub-system are referred to as the Navy Occupational Data Analysis Language (NODAL).

Job Analysis Sub-System

Some twenty task inventory booklets (and associated response booklets) were the instruments used to obtain job incumbent response data for more than fifty occupations. An inventory booklet contains instructions, formatted questions concerning respondent information ("bio-data"), response dimension definitions, and a list of tasks which may vary in number from a few hundred to more than a thousand per occupational field.

By applying NODAL and its associated indexing techniques, it is possible to assemble modified or completely different inventories than those used in this research. Present inventories were applied about three years ago. While they have been rendered in operational format, they should not be re-applied until their task content is updated.

Response booklets were designed in OPSCAN mode for ease of recording and processing responses.

Overall job analysis objectives and a plan of administration were established prior to inventory preparation, including the setting of provisional sample target sizes. Since overall data attrition was forecast to approximate twenty percent, final sample and sub-sample sizes were adjusted accordingly. Stratified random sampling techniques were used. Variables selected (such as rating, NEC, environment) determined stratifications, together with sub-population sizes. About fifteen percent of large sub-populations were sought while a majority or all members of small sub-populations were sought.

Administration procedures were established with great care for every step of the data collecting process, and were coordinated with sampling and data analysis plans. Once set, the procedures were formalized as a protocol and followed rigorously.

Instructional Sub-System

Partial "competency curricula" have been composed as an integral sub-system bridging what is required as performance on the job with what is, accordingly, necessary instruction in the training process. Further, curriculum materials were developed to meet essential requirements for implementing the system so that the system could be tested and evaluated for cost effectiveness. However, due to the fact that test and evaluation was not feasible in the Navy Medical Department within the duration of the project, it was not possible to complete the development of the system through the test and evaluation phase. The inability to complete this phase also interrupted the planned process for fully developing the curricula; therefore, instead of completed curricula ready for use in the system, the curricula were partially developed to establish the necessary sub-system methodology. The competency curricula are based on tasks currently performed by job incumbents in 1971. (The currency of a given curriculum depends upon periodic analysis of incumbents' jobs, and its quality control resides in the evaluation of the performance competency of the program's graduates.)

A competency curriculum provides a planned course of instruction or training program made up of sequenced competency units which are, in turn, comprised of sequenced modules. These modules, emphasizing performance objectives, are the foundation of the curriculum.

A complete module would be comprised of seven parts: a cluster of related tasks; a performance objective; a list of knowledges and skills implied by the objective; a list of instructional strategies for presenting the knowledges and skills to the learner; an inventory of training aids for supporting the instructional strategies; a list of examination modes; and a statement of the required training time. In this project, curriculum materials have been developed to various levels of adequacy, and usually comprise only the first three parts; the latter four need to be prepared by the user.

The performance objective, which is the most crucial part of the module, is the basis for determining curriculum content. It is composed of five essential elements: the stimulus which initiates the behavior; the behavior; the conditions under which the behavior takes place; the criteria for evaluating the behavior; and the consequence or results of the behavior. A sixth element, namely next action, is not essential; however, it is intended to provide linkage for the next behavior.

Knowledges and skills listed in the module are those needed by the learner for meeting the requirements of the performance objective.

Instructional strategies, training aids, examination modes and training time have been specified only for the Basic Hospital Corps Curriculum. The strategies, aids and modes were selected on the basis of those considered to be most supportive in presenting the knowledges and skills so as to provide optimum learning effectiveness and training efficiency. The strategies extend from the classroom lecture as traditionally presented by a teacher to the more sophisticated mediated program for self-instruction. The training aids, like strategies, extend from the traditional references and handout material in the form of a student syllabus to mediated programs for self-instruction supported by anatomical models. Examination modes extend from the traditional paper and pencil tests to proficiency evaluation of program graduates on the job, commonly known as feedback. Feedback is essential for determining learning effectiveness and for quality control of a training program. The kind of instructional strategies, training aids and examination modes utilized for training are limited only by such factors as staff capability and training budget.

The training time specified in the Basic Hospital Corps Curriculum is estimated, based upon essential knowledge and skills and program sequence.

The competency curriculum module, when complete, provides all of the requirements for training a learner to perform the tasks set forth in the module. A module may be used independently or related modules may be re-sequenced into modified competency units to provide training for a specific job segment..

Since the curricula are based upon tasks performed by job incumbents in 1971, current analysis of jobs needs to be accomplished using task inventories that have been updated to reflect changes in performed tasks. Subsequent to job analysis, a revision of the curricula should be accomplished to reflect task changes. When the foregoing are accomplished, then faculty and other staff members may be indoctrinated to the competency curricula and to their relationship to the education and training system.

In addition to the primary use for the systematic training of job incumbents, these curricula may be used to plan for new training programs, develop new curricula, and revise existing curricula; develop or modify performance standards; develop or modify proficiency examinations; define billets; credentialize training programs; counsel on careers; select students; and identify and select faculty.

The System

Three sub-systems, as described, comprise the proposed system for Education and Training Programs in The Navy Medical Department. This exploratory and advanced developmental research has established an overall methodology for improved education and training incorporating every possible means of providing bases for demonstrating feasibility and cost effectiveness. There remains only job analysis sub-system updating, instructional sub-system completion, and full system test and evaluation.

Acknowledgements

The authors wish to acknowledge the invaluable participation of the several thousands of Naval personnel who served as respondents in inventory application. The many military and civilian personnel who contributed to developmental efforts are cited by name in the Final Report.

The authors also wish to acknowledge former colleagues for singularly important contributions, namely, Elias H. Porter, Ph.D., Carole K. Kauffman, R.N., M.P.H., Mary Kay Munday, B.S.N., R.N., Gail Zarren, M.S.W., and Renee Schick, B.A.

Identity and acknowledgement of the project Advisory Group during the project's final year is recorded in the Final Report.

Lastly, the project could not have been commenced nor carried out without the vision, guidance and outstanding direction of Ouida C. Upchurch, Capt., NC, USN, Project Manager.

NAVY MEDICAL DEPARTMENT

TASK INVENTORY BOOKLET

DENTAL

CONSTRAINTS AND ETHICAL USE

This task inventory was developed three years ago in a first-version key punch format for education and training research purposes.

The present "operational" format, using a mark-sense response booklet (Opscan), is recommended for future applications. The task and equipment statements comprising the bulk of the inventory are precisely the same (less duplicate entries) as in the original research tools but rearranged for Opscan mode. Biographical data questions have also been reformatted for Opscan (NEC codes should be updated).

The processing, administering and formatting of this inventory have thus been readied for operational application.

It is strongly recommended that this inventory be updated in its task and equipment statement sections before actual operational use. These reasons pertain:

- Changes in medical or related procedures or techniques
- Some tasks may violate current policy or be obsolete
- Equipment changes may have occurred
- The objective of task comprehensiveness may change
- Objectives may shift to embrace manpower utilization as well as education and training

In the latter regard, the present operational format includes a "time to perform" dimension (as well as frequency of performance and two additional optional blank response dimension fields). As a response dimension, "time to perform" has been validated within the context of inventories for professional personnel where the objectives embraced utilization (i.e., time associated with shared and delegable tasks). The original Enlisted inventory content was directed to education and training factors only. If "time to perform" is to be used operationally, each task and equipment statement should be examined by expert job incumbents to remove possible overlaps which could confound "time to perform" data. This review process would also serve other purposes cited above.

A general precaution is in order.

When task analysis inventories are poorly prepared, loosely administered, administered according to less than rigorous sampling, or are handled casually in processing or interpretation, they will inevitably produce poor or questionable data, at best. At worst, such practices will result in loss of money and time, and produce dangerous data. Inventories should be prepared, applied, processed and interpreted only by knowledgeable professional and technical personnel. As in the cases of ethically controlled behavior tests, inventories should not be casually copied or distributed, and should remain under the control of authorized, trained personnel. Factors effecting reliability and validity should be fully appreciated.

GENERAL INSTRUCTIONS

There are two parts to be completed for this survey:

- Part I Career Background Information
 (answers to be recorded in this
 TASK BOOKLET)

- Part II A List of Tasks (answers to be
 recorded on the accompanying
 RESPONSE BOOKLET)

- B List of Instruments and
 Equipment (answers to be
 recorded on the accompanying
 RESPONSE BOOKLET)

Each part is preceded by a set of instructions. Be sure to read them carefully before you start answering each part. All instructions are found on the tinted pages.

PLEASE USE ONLY NUMBER 2 LEAD PENCILS. ERASE ALL CHANGES CAREFULLY AND COMPLETELY. DO NOT PUT ANY MARKS OTHER THAN YOUR ANSWERS ON EACH RESPONSE PAGE.

DO NOT FOLD, WRINKLE, CREASE OR DETACH PAGES FROM EITHER TASK BOOKLET OR RESPONSE BOOKLET.

WHEN RECORDING YOUR ANSWERS YOU MAY WANT TO USE A RULER TO READ ACROSS ANSWER AND QUESTION COLUMNS.

WHEN YOU HAVE COMPLETED YOUR RESPONSES, PUT THE TASK INVENTORY BOOKLET AND THE RESPONSE BOOKLET IN THE ENCLOSED SELF-ADDRESSED ENVELOPE. SEAL AND RETURN TO THE OFFICER WHO GAVE YOU THIS PACKAGE. COMPLETED BOOKLETS SHOULD BE RETURNED WITHIN ONE WEEK OF RECEIPT.

Part I

CAREER BACKGROUND INFORMATION

Check that the Form and Serial Number in this box match those on the cover of this Booklet

Please fill out completely

Name of your Duty Station _____

City & State (if applicable) _____

Your Name _____

Social Security Number _____

DO NOT FILL IN

____ (1)

N _____ (7)
Form Serial No.

PLEASE ANSWER QUESTIONS BELOW BY ENTERING THE PROPER NUMBER IN THE BLANKS PROVIDED. TWO BLANKS REQUIRE A TWO-DIGIT ANSWER. DISREGARD NUMBERS IN PARENTHESIS.

ENTER ANSWERS HERE

Q1. Select the number to indicate the Corps to which you belong:

Q1.____ (23)

1. Dental Technician
2. Hospital Corps

Q2. Indicate your military status:

Q2.____ (24)

1. USN
2. USNR

Q3. Indicate your pay grade:

Q3.____ (25)

- | | |
|-------|-------|
| 1. E1 | 6. E6 |
| 2. E2 | 7. E7 |
| 3. E3 | 8. E8 |
| 4. E4 | 9. E9 |
| 5. E5 | |

Q4. Indicate your total years of active duty in the Navy to date: (estimate to the nearest year)

Q4.____ (26)

1. Less than 2 years
2. 2 to 4 years
3. 5 to 8 years
4. More than 8 years

Q5. Select the number to indicate your present immediate supervisor:

1. Physician
2. Dentist
3. Nurse
4. MSC Officer
5. HM or DT
6. Other (Specify) _____

Q6. Select the number to indicate the average number of hours you work per week: (estimate to the nearest hour)

1. 35 to 40 hours
2. 41 to 50 hours
3. More than 50 hours

Q7. Please give an estimate of the percent of time you spend on the following (write five percent as 05):

1. Inpatient care
2. Outpatient care
3. Teaching
4. Administration
5. Other (specify) _____

Q8. Assuming that most or all of the following factors are of importance to you, select the three which, if improved, would contribute most to your job satisfaction:

- 01 Salary and/or promotion opportunities
- 02 Retirement benefits
- 03 Housing
- 04 Educational advancement opportunities
- 05 Stability of tour of duty
- 06 Physical facilities and equipment
- 07 Administrative and clerical support
- 08 Work load
- 09 Personal career planning
- 10 Opportunity to attend professional meetings

ENTER
ANSWERS
HERE

Q5.____ (27)

Q6.____ (28)

Q7.

1._____% (29)

2._____% (31)

3._____% (33)

4._____% (35)

5._____% (37)

Q8.____ (39)

____ (41)

____ (43)

ENTER
ANSWERS
HERE

- Q9. Using the list on page vii specify your current NEC by writing the last two digits of the CODE. Q9.____ (45)
- Q10. Select the number to indicate your years of experience corresponding to the NEC stated in Q9: (estimate to the nearest year) Q10.____ (47)
1. Less than 1 year 4. 6 to 10 years
2. 1 to 2 years 5. 11 to 15 years
3. 3 to 5 years 6. More than 15 years
- Q11. If you have other NEC(s) in addition to the one specified in Q9, check page vii and indicate the last two digits of the CODE(s). If you have none, enter "99" in answer space for Q11 and Q12. Q11a.____ (48)
b.____ (50)
- Q12. Select the number to indicate the years of experience you had in the NEC(s) stated in Q11 (estimate to the nearest year). Q12a.____ (52)
b.____ (53)
1. Less than 1 year 4. 6 to 10 years
2. 1 to 2 years 5. 11 to 15 years
3. 3 to 5 years 6. More than 15 years
- Q13. From the list below, write the two-digit CODE to indicate the specialty of the department in which you are currently functioning. Q13.____ (54)

CODE

- | | |
|--------------------------|--------------------|
| 01 Administration | 18 Urology |
| 02 Education | 19 Intensive Care |
| 03 Anesthesiology | 20 Operating Room |
| 04 Coronary Care | 21 Emergency Room |
| 05 Dermatology | 00 Other (specify) |
| 06 Medicine - OPD | |
| 07 Medicine - Wards | |
| 08 Obstetrics/Gynecology | |
| 09 Ophthalmology | |
| 10 Orthopedics | |
| 11 Otolaryngology | |
| 12 Medical Laboratory | |
| 13 Pediatrics | |
| 14 Psychiatry | |
| 15 Public Health | |
| 16 Radiology | |
| 17 General Surgery-Wards | |

ENTER
ANSWER
HERE

Q14. Select the number to indicate the type of duty station at which you currently work, and have been working for at least 30 days:

Q14.____ (56)

1. Hospital
2. Dispensary
3. Aboard ship/sub, no M.O. (or D.O.) aboard
4. Aboard ship/sub, M.O. (or D.O.) aboard
5. Aviation squadron/wing, Navy or Marine
6. Marine ground forces
7. Administrative Commands
8. Research Commands or PMUs
9. Dental Clinic
0. Other _____

Q15. Indicate the number of people you normally supervise:

Q15.____ (57)

- | | |
|---------|------------|
| 0. None | 3. 6-10 |
| 1. 1-2 | 4. 11-20 |
| 2. 3-5 | 5. over 20 |

MEDICAL/DENTAL NEC (NAVAL ENLISTED CODE) AND TITLE

0000 General Service, Hospital or Dental Corpsman
3371 Health Physics & Process Control Technician
3391 Nuclear Power Plant Operator
8402 Nuclear Submarine Medicine Technician
8403 Submarine Medicine Technician
8404 Medical Field Service Technician
8405 Advanced Hospital Corps Technician (Class B)
8406 Aviation Medicine Technician
8407 Nuclear Medicine Technician
8408 Cardiopulmonary Technician
8409 Aviation Physiology Technician
8412 Clinical Laboratory Assistant Technician
8413 Tissue Culture Technician
8414 Clinical Chemistry Technician
8415 Medical Technology Technician
8416 Radioactive Isotope Technician
8417 Clinical Laboratory Technician
8432 Preventive Medicine Technician
8433 Tissue Culture and Tissue Bank Technician
8442 Medical Administrative Technician
8452 X-ray Technician
8453 Electrocardiograph/Basal Metabolism Technician
8454 Electroencephalograph Technician
8462 Optician (General) Technician
8463 Optician Technician
8466 Physical and Occupational Technician
8472 Medical Photography Technician
8482 Pharmacy Technician
8483 Operating Room Technician
8484 Eye, Ear, Nose, & Throat Technician
8485 Neuropsychiatry Technician
8486 Urological Technician
8487 Occupational Therapy Technician
8488 Orthopedic Appliance Mechanic
8489 Orthopedic Cast Room Technician
8492 Special Operations Technician
8493 Medical Deep Sea Diving Technician
8494 Physical Therapy Technician
8495 Dermatology Technician
8496 Embalming Technician
8497 Medical Illustration Technician
8498 Medical Equipment Repair Technician
8703 DT General, Advanced
8707 DT Field Service
8713 DT Clinical Laboratory
8714 DT Research Assistant
8722 DT Administrative
8732 DT Repair
8752 DT Prosthetic, Basic
8753 DT Prosthetic, Advanced
8765 DT Maxillofacial Prosthetic

RESPONSE BOOKLET INSTRUCTIONS

- To complete Part II, you need this TASK BOOKLET and the accompanying RESPONSE BOOKLET. Record all your answers to Part II in the RESPONSE BOOKLET.
- All pages of the RESPONSE BOOKLET are machine readable. In order for responses to be properly read, please be sure to:
 1. Use a No. 2 pencil only
 2. Carefully and completely shade the number corresponding to your answer under each column.
- Complete Page 00 of the RESPONSE BOOKLET first. Follow instructions given on the page. Fill in Line 1, and Boxes 2, 3, 4, and 5. Ignore all other boxes. BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER (WRITE DOWNWARD) IN THE BLANK SPACES IN BOX 3: then darkly shade the corresponding number on each line. An example of a completed Page 00 is shown on the next page (the handwritten notes in this example are for clarification only. Please do not make similar notes on your RESPONSE BOOKLET.)
- After completing Page 00, carefully read and follow instructions given on pages x through xiv.
- PLEASE HANDLE YOUR RESPONSE BOOKLET CAREFULLY. KEEP IT CLEAN AND AWAY FROM CHEMICALS. DO NOT DETACH, FOLD, WRINKLE OR CROSS OUT ANY PAGE.

DO NOT MARK IN THESE BOXES	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	RESPONSE BOOKLET			
	Serial No. 0233			

My name is

1 NAME Mary Smith

Ignore these boxes

INSTRUCTIONS	
1.	Use No. 2 pencil <u>ONLY</u> .
2.	Indicate responses with solid black mark in space provided.
3.	Erase <u>COMPLETELY</u> all changes.
4.	Do not detach forms from packet.
5.	Answer questions 2 through 5 below.
6.	See Task Statement Booklet for further instructions for completing boxes to the right.

Today is June 4, 1972
June = 06
4 = 04
1972 = 72

2	TODAY'S DATE	MONTH	0 1 2 3 4 5 6 7 8 9
		DAY	0 1 2 3 4 5 6 7 8 9
		YEAR	0 1 2 3 4 5 6 7 8 9
		YEAR	0 1 2 3 4 5 6 7 8 9

My Soc. Sec. No. is
304-26-9751

3	SOCIAL SECURITY NUMBER	0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9
		4 0 1 2 3 4 5 6 7 8 9
		2 0 1 2 3 4 5 6 7 8 9
		6 0 1 2 3 4 5 6 7 8 9
		9 0 1 2 3 4 5 6 7 8 9
		7 0 1 2 3 4 5 6 7 8 9
		5 0 1 2 3 4 5 6 7 8 9
		1 0 1 2 3 4 5 6 7 8 9

TASK ANALYSIS BACKGROUND DATA SHEET

SEE TASK STATEMENT BOOKLET FOR INSTRUCTIONS TO COMPLETE BOXES	6	0 1 2 3 4 5 6 7 8 9	13 0 1
		0 1 2 3 4 5 6 7 8 9	14 0 1
		0 1 2 3 4 5 6 7 8 9	15 0 1
		0 1 2 3 4 5 6 7 8 9	16 0 1
	7	0 1 2 3 4 5 6 7 8 9	17 0 1
		0 1 2 3 4 5 6 7 8 9	18 0 1
		0 1 2 3 4 5 6 7 8 9	19 0 1
		0 1 2 3 4 5 6 7 8 9	20 0 1
	8	0 1 2 3 4 5 6 7 8 9	21 0 1
		0 1 2 3 4 5 6 7 8 9	22 0 1
		0 1 2 3 4 5 6 7 8 9	23 0 1
		0 1 2 3 4 5 6 7 8 9	24 0 1
9	0 1 2 3 4 5 6 7 8 9	25 0 1	
	0 1 2 3 4 5 6 7 8 9	26 0 1	
	0 1 2 3 4 5 6 7 8 9	27 0 1	
	0 1 2 3 4 5 6 7 8 9	28 0 1	
10	0 1 2 3 4 5 6 7 8 9	29 0 1	
	0 1 2 3 4 5 6 7 8 9	30 0 1	
11	0 1 2 3 4 5 6 7 8 9	31 0 1	
	0 1 2 3 4 5 6 7 8 9	32 0 1	
12	0 1 2 3 4 5 6 7 8 9	33 0 1	
	0 1 2 3 4 5 6 7 8 9	34 0 1	

SEE COVER OF YOUR TASK BOOKLET Form N20, Ser. No. 0233

4	TASK BOOKLET	FORM	0 1 2 3 4 5 6 7 8 9
		SERIAL NO.	0 1 2 3 4 5 6 7 8 9
		SERIAL NO.	0 1 2 3 4 5 6 7 8 9
		SERIAL NO.	0 1 2 3 4 5 6 7 8 9

My birthday is May 10, 1940
May = 05
1940 = 40

5	DATE OF BIRTH	MONTH	0 1 2 3 4 5 6 7 8 9
		DAY	0 1 2 3 4 5 6 7 8 9
		YEAR	0 1 2 3 4 5 6 7 8 9
		YEAR	0 1 2 3 4 5 6 7 8 9

Ignore these boxes

PART II

PART II A LIST OF TASKS

PART II B LIST OF INSTRUMENTS AND EQUIPMENT

HOW TO RESPOND TO TASK STATEMENTS AND INSTRUMENTS

Your responses to each statement should be marked on the corresponding page, column and item number in your RESPONSE BOOKLET.

Note that each page in your RESPONSE BOOKLET has two response blocks. The left-hand block (items 1-25) is for entering responses to statements printed on LEFT pages of this TASK BOOKLET; the right-hand block (items 26-50) is for the responses to statements printed on RIGHT pages. Make sure that your answers are recorded in the appropriate block on every page. DO NOT MAKE ANY MARKS OTHER THAN YOUR ANSWERS!

Each time you start a new page in your RESPONSE BOOKLET, check the page on your TASK BOOKLET. See that the numbers match; then mark the page number in "Box X" in the response page (see instructions at the top of response page.) This is necessary for computer processing.

Tear the Response Guide (p. xiii) at the perforation, and use the correct side to respond to each task or instrument found on the following white pages. Note the following detailed explanation of responses.

Column A - (the responses to Column A differ for Part II A and Part II B, be sure to use the appropriate set of responses.)

Part II A

How often did you do this task within the last month?
(If you were on leave, consider your immediate past working month.)

- 0 = Did not do
- 1 = Did less than 5 times
- 2 = Did 5 to 20 times
- 3 = Did 21 to 50 times
- 4 = Did 51 to 100 times
- 5 = Did more than 100 times

Part II B

How often did you use this instrument or piece of equipment within the last month? (If you were on leave, consider your immediate past working month.)

- 0 = Did not use
- 1 = Used less than 5 times
- 2 = Used 5-20 times
- 3 = Used 21-50 times
- 4 = Used 51-100 times
- 5 = Used more than 100 times

If answer in Column A is 0, go to the next statement. If answer is 1, 2, 3, 4 or 5, answer also Columns B, C & D.

Column B

Indicate the approximate time you spent on a single performance the last time you performed this task.

0 = less than one minute

1 = 1 to 4 minutes

2 = 5 to 10 minutes

3 = 11 to 20 minutes

4 = 21 to 30 minutes

5 = 31 to 60 minutes

6 = 1 to 2 hours

7 = more than 2 hours

Column C

Do you feel you need additional training to perform this task?

0 = No

1 = Yes

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIA - LIST OF TASKS

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED (single performance the last time performed)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)
0=DID NOT DO LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	
1=DID LESS THAN 5 TIMES	1=1 TO 4 MINUTES	1=YES	
2=DID 5 TO 20 TIMES	2=5 TO 10 MINUTES		
3=DID 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=DID 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=DID MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIB - LIST OF INSTRUMENTS AND EQUIPMENT

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED (last time used)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)
0=DID NOT USE LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	
1=USED LESS THAN 5 TIMES	1=1 TO 4 MINUTES	1=YES	
2=USED 5 TO 20 TIMES	2=5 TO 10 MINUTES		
3=USED 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=USED 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=USED MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

Part II A
LIST OF TASKS

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 01
OF RESPONSE BOOKLET

- | | |
|----|--|
| 1 | POSITION/HOLD PATIENT FOR EXAMINATION, TREATMENT, SURGERY |
| 2 | HELP PATIENT TO RINSE, EXPECTORATE DURING DENTAL PROCEDURE |
| 3 | ACCOMPANY PATIENT TO OTHER DEPARTMENTS/CLINICS |
| 4 | DRAPE/GOWN PATIENT FOR EXAMINATION/TREATMENT |
| 5 | GIVE OR HELP PATIENT WITH ORAL HYGIENE, E.G. BRUSH TEETH, CLEAN
DENTURES, MOUTHWASH |
| 6 | REASSURE/CALM APPREHENSIVE (ANXIOUS) PATIENT |
| 7 | RECEIVE PATIENTS ON ARRIVAL, I.E. INTRODUCE SELF, OBTAIN
PATIENT'S NAME |
| 8 | REMOVE/SECURE/RETURN PATIENTS PERSONAL EFFECTS |
| 9 | RESTRAIN/CONTROL PATIENT VERBALLY |
| 10 | VERIFY IDENTIFICATION OF PATIENT, E.G. FOR TREATMENT,
MEDICATIONS, EXAMINATION |
| 11 | SCORE PLAQUE INDEX |
| 12 | SCORE PERIO DISEASE INDEX |
| 13 | VERIFY IDENTIFICATION OF BODY BY COMPARISON OF DENTAL CHART/
DENTAL X-RAYS |
| 14 | EXCAVATE DENTAL CARIES USING HAND INSTRUMENTS |
| 15 | OBSERVE FOR/REPORT SYMPTOMS OF CARIES, SIMPLE AND ADVANCED |
| 16 | OBSERVE FOR/REPORT SYMPTOMS OF PERIODONTAL ABSCESS |
| 17 | OBSERVE FOR/REPORT SYMPTOMS/SIGNS OF SKELETAL DISLOCATION |
| 18 | OBSERVE FOR/REPORT SYMPTOMS OF MALOCCLUSION |
| 19 | EXAMINE FOR SYMPTOMS OF FRACTURES |
| 20 | INSERT TEMPORARY CROWN, E.G., PLASTIC, ALUMINUM |
| 21 | OBSERVE FOR/REPORT SYMPTOMS OF DENTURE IRRITATION |
| 22 | OBSERVE FOR/REPORT SYMPTOMS OF PERICORONITIS |
| 23 | OBSERVE FOR/REPORT SYMPTOMS OF SUPERNUMERARY TEETH |
| 24 | OBSERVE FOR/REPORT SYMPTOMS OF GINGIVAL EROSION OF TEETH |
| 25 | OBSERVE FOR/REPORT SYMPTOMS OF GINGIVAL ABRASION |

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 01 OF RESPONSE BOOKLET
26	OBSERVE FOR/REPORT SYMPTOMS OF ATTRITION OF TEETH
27	OBSERVE FOR/REPORT SYMPTOMS OF CHEILOSISS
28	OBSERVE FOR/REPORT SYMPTOMS OF CELLULITIS
29	OBSERVE FOR/REPORT SYMPTOMS OF GINGIVITIS
30	OBSERVE FOR/REPORT SYMPTOMS OF INFECTION OF ORAL MUCOSA, E.G. THRUSH
31	CHECK PERIODONTAL PACKS
32	CHECK PATIENT FOR PROSTHESIS, E.G. EYE/TEETH/EXTREMITY
33	INSERT TEMPORARY SEDATIVE FILLING IN CARIOUS TOOTH
34	CHECK RADIAL (WRIST) PULSE
35	EXAMINE FOR/REPORT SYMPTOMS OF DRY SOCKET
36	REDUCE SHARP EDGES OF FRACTURED TOOTH
37	EXAMINE FOR/REPORT SYMPTOMS OF ORAL ABSCESS
38	OBSERVE FOR/REPORT OR DESCRIBE SYMPTOMS OF IRRITABILITY, RESTLESSNESS, APPREHENSION
39	OBTAIN PRELIMINARY MEDICAL HISTORY, I.E. PAST/PRESENT COMPLAINTS, ALLERGIES, MEDICATIONS
40	OBSERVE/REPORT SYMPTOMS OF SIDE EFFECTS TO TREATMENT/MEDICATION
41	OBSERVE/RECORD PATIENT'S PHYSICAL/EMOTIONAL RESPONSE TO TREATMENT/DIAGNOSTIC PROCEDURES
42	PERFORM ORAL PROPHYLAXIS
43	REMOVE SUPRA-GINGIVAL CALCULUS
44	REMOVE SUB-GINGIVAL CALCULUS
45	GIVE ANTISEPTIC IRRIGATION, E.G. FOR GINGIVITIS, VINCENT'S DISEASE
46	DESENSITIZE ERODED AREAS OF TEETH
47	APPLY DEHYDRATING AGENT TO HERPES LABIALIS
48	APPLY TOPICAL ANESTHESIA
49	APPLY TOPICAL MEDICATION TO MUCOSAL TISSUE, E.G. ORAL, EYE, STOMA
50	APPLY/REMOVE BRACE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 02 OF RESPONSE BOOKLET
1	CONTROL MINOR BLEEDING, E.G. AFTER EXTRACTION OR INCISION
2	CONSULT DOCTOR OR NURSE TO OBTAIN INFORMATION/ADVICE ON PATIENT CARE
3	REVIEW PAST AND PRESENT MEDICAL/DENTAL HISTORY TO PLAN CARE
4	GIVE ICE PACK TREATMENT
5	PERFORM THREE AGENT STANNOUS FLUORIDE CARIOSTATIC TREATMENT
6	APPLY TOPICAL SKIN/LIP MEDICATION, E.G. OINTMENT, POWDER
7	GIVE THROAT IRRIGATION/GARGLE
8	CONFER WITH CORPSMAN TO DISCUSS PATIENT TREATMENT/PROGRESS/ PROBLEM
9	REFER PATIENT TO NURSE FOR TREATMENT
10	REVIEW DOCTOR'S ORDERS AND INSTRUCTIONS WITH DOCTOR
11	OBTAIN CLARIFICATION OF CONFLICTING DOCTOR'S ORDERS
12	SCREEN PATIENT ON ARRIVAL TO DETERMINE WHICH STAFF MEMBER PATIENT SHOULD SEE
13	TAKE EXTRA-ORAL X-RAYS
14	TAKE INTRA-ORAL X-RAYS
15	TAKE BITE-WING X-RAYS
16	TAKE PERIAPICAL X-RAYS
17	TAKE OCCLUSAL X-RAYS
18	TAKE PANOREX X-RAYS
19	TAKE ROUTINE FACIAL X-RAYS
20	TAKE ROUTINE SINUS X-RAYS
21	TAKE ROUTINE SKULL X-RAYS
22	TAKE ROUTINE X-RAYS OF MANDIBLE
23	TAKE ROUTINE X-RAYS OF TEMPOROMANDIBULAR JOINTS
24	TAKE FOREIGN BODY LOCALIZATION X-RAYS OF SKULL
25	DETERMINE EXPOSURE TECHNIQUE FOR X-RAY SERIES

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 02 OF RESPONSE BOOKLET
26	SELECT ALTERNATIVE TECHNIQUES IN SETTING X-RAY UNIT
27	WRITE EXPOSURE TECHNIQUE CHART FOR X-RAY
28	TAKE X-RAYS WITH A CEPHALIC TUBE TILT
29	TAKE X-RAYS WITH A CAUDAL TUBE TILT
30	TAKE X-RAYS USING SCREEN TECHNIQUE
31	TAKE X-RAYS USING FIXED GRID TECHNIQUE
32	TAKE X-RAYS USING CARDBOARD TECHNIQUE
33	TAKE X-RAYS USING BUCKY TECHNIQUE
34	READ X-RAY FILMS FOR TECHNICAL ADEQUACY
35	IDENTIFY TEETH ON RADIOGRAPHS
36	FLUSH OUT/DRY CAVITY PREPARATION
37	ADAPT RUBBER DAM TO TEETH
38	ADAPT MATRIX BAND AND RETAINER TO TEETH
39	READ MANUFACTURER'S INSTRUCTION TO DETERMINE ALLOY/MERCURY RATIO
40	PREPARE SILICATE CEMENT FOR DENTAL RESTORATION
41	PREPARE ACRYLIC RESIN FOR DENTAL RESTORATION
42	PREPARE ZINC PHOSPHATE FOR DENTAL RESTORATION
43	PREPARE ZINC OXIDE/EUGENOL CEMENT FOR TOOTH RESTORATION
44	PREPARE GOLD FOIL FOR TOOTH RESTORATION
45	SET UP UNIT BRACKET TABLE WITH DENTAL INSTRUMENT/MATERIAL
46	EXCHANGE BURS, MANDRELS, MOUNTED STONES, DIAMONDS IN DENTAL HANDPIECE
47	LOAD AND PASS AMALGAM CARRIERS TO DENTIST
48	ARRANGE FURNITURE/SET UP EQUIPMENT/SUPPLIES FOR PROCEDURE, E.G. EXAM, TREATMENT
49	GLOVE FOR STERILE PROCEDURE
50	SET UP O.R. ROOM FOR SEPTIC CASE

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 03
OF RESPONSE BOOKLET

- 1 CLEAN/DISINFECT O.R. ROOM AFTER LAST CASE OF THE DAY
- 2 CLEAN/DISINFECT O.R. FLOORS/FURNITURE AFTER EACH CASE
- 3 CLEAN/DISINFECT O.R. ROOM AFTER SEPTIC CASE
- 4 DRAPE/UNDRAPE PATIENT FOR SURGERY
- 5 PREPARE SKIN SITE WITH ANTISEPTIC SOLUTION PRIOR TO INCISION/
SUTURING/TREATMENT OR EXAMINATION
- 6 TIE UP SURGICAL GOWN FOR SCRUBBED PERSONNEL
- 7 OBTAIN EQUIPMENT, MEDICATIONS, INSTRUMENTS P.R.N. FOR PERSONNEL
PERFORMING STERILE PROCEDURE
- 8 FLASH STERILIZE INSTRUMENTS
- 9 ADJUST SURGICAL SPOT LIGHT
- 10 REMOVE CONTAMINATED GLOVES FROM SURGICAL TEAM
- 11 REPORT BREAK IN STERILE TECHNIQUE TO PERSONNEL
- 12 SUPPLY PHYSICAL COMFORT TO SURGICAL TEAM, E.G. WIPE BROW, RUB
BACK
- 13 OBTAIN PROSTHESIS FOR SURGICAL PROCEDURE, E.G. AORTIC GRAPH,
PIN, PLATE, IMPLANT
- 14 COLLECT, COUNT AND LAYOUT USED SPONGES FOR CALCULATING BLOOD
LOSS AND FOR SPONGE COUNT
- 15 WEIGH USED SPONGES FOR CALCULATING BLOOD LOSS
- 16 GIVE/RECEIVE VERBAL REPORTS ABOUT PATIENT
- 17 SCRUB FOR SURGERY/STERILE PROCEDURE
- 18 GOWN FOR STERILE PROCEDURE
- 19 SET UP MAYO STAND WITH INSTRUMENTS
- 20 SET UP SURGICAL BACK TABLE WITH STERILE INSTRUMENTS/EQUIPMENT
- 21 SET UP SUTURE BOOK/TOWEL
- 22 GOWN AND GLOVE PERSONNEL FOR STERILE PROCEDURE
- 23 PASS STERILE DRAPES TO SURGEON
- 24 PASS INSTRUMENTS TO PHYSICIAN
- 25 PASS STERILE ACCESSORIES, EQUIPMENT, E.G. TUBING, CORD TO
CIRCULATOR FOR CONNECTION

GO TO RIGHT HAND PAGE

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 03
1 OF RESPONSE BOOKLET

- | | | |
|----|---|-----------|
| 26 | CLEAN AND REPOSITION INSTRUMENTS DURING SURGICAL PROCEDURE | |
| 27 | ADJUST SURGICAL INSTRUMENTS/EQUIPMENT DURING SURGICAL PROCEDURE | |
| 28 | PASS CONTAMINATED MATERIAL TO CIRCULATOR | |
| 29 | PASS SPECIMEN TO CIRCULATOR | |
| 30 | MOVE/POSITION COMATOSE/ANESTHETIZED PATIENT | |
| 31 | COUNT SPONGES DURING/AFTER SURGICAL PROCEDURE | |
| 32 | COUNT NEEDLES/INSTRUMENTS PRE/POST SURGERY | |
| 33 | STIMULATE/AROUSE PATIENT AFTER ANESTHESIA | |
| 34 | BREAK DOWN SURGICAL INSTRUMENTS FOR POST OPERATIVE CLEANING | |
| 35 | PROTECT PATIENT FROM INJURY DURING CONVULSION | |
| 36 | RECOMMEND PATIENT'S TRANSFER ACCORDING TO NEED/READINESS, E.G.
FROM R.R., TO DELIVERY ROOM | |
| 37 | CLAMP BLOOD VESSELS | |
| 38 | EXCISE POLYP | |
| 39 | REMOVE SUTURES | |
| 40 | TIE SUTURES/LIGATURES FOR HEMOSTASIS | |
| 41 | POSITION/HOLD RETRACTORS TO MAINTAIN OPEN INCISION | |
| 42 | REMOVE FLUID FROM SURGICAL SITE WITH SPONGES OR SUCTION | |
| 43 | CUT SUTURES AT SURGICAL SITE | |
| 44 | PREPARE AND POSITION PROSTHESIS/GRAFT TISSUE DURING SURGICAL
PROCEDURE | |
| 45 | CUT TISSUE AS DIRECTED BY SURGEON | |
| 46 | DRIVE IN SURGICAL PIN/ROD/FASTENER | |
| 47 | OPEN/CLOSED TOOTH EXTRACTION | SCRUB |
| 48 | OPEN/CLOSED TOOTH EXTRACTION | CIRCULATE |
| 49 | REMOVAL OF IMPACTED DENTITION | SCRUB |
| 50 | REMOVAL OF IMPACTED DENTITION | CIRCULATE |

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 04
OF RESPONSE BOOKLET

1	OPEN REDUCTION OF MANDIBLE	SCRUB
2	OPEN REDUCTION OF MANDIBLE	CIRCULATE
3	ALVEOLECTOMY	SCRUB
4	ALVEOLECTOMY	CIRCULATE
5	CURETTAGE/REMOVAL OF ORAL ABSCESS/CYST	SCRUB
6	CURETTAGE/REMOVAL OF ORAL ABSCESS/CYST	CIRCULATE
7	GINGIVECTOMY	SCRUB
8	GINGIVECTOMY	CIRCULATE
9	RANULA REPAIR	SCRUB
10	RANULA REPAIR	CIRCULATE
11	APICOECTOMY	SCRUB
12	APICOECTOMY	CIRCULATE
13	REMOVAL OF TORI	SCRUB
14	REMOVAL OF TORI	CIRCULATE
15	SUBPERIOSTEAL ABSCESS DISSECTION	SCRUB
16	SUBPERIOSTEAL ABSCESS DISSECTION	CIRCULATE
17	DRAINAGE INSERTION FOR OSTEOMYELITIS	SCRUB
18	DRAINAGE INSERTION FOR OSTEOMYELITIS	CIRCULATE
19	GRANULECTOMY	SCRUB
20	GRANULECTOMY	CIRCULATE
21	SOFT TISSUE GRAFT	SCRUB
22	SOFT TISSUE GRAFT	CIRCULATE
23	REPAIR OF SOFT TISSUE FACIAL INJURIES	SCRUB
24	REPAIR OF SOFT TISSUE FACIAL INJURIES	CIRCULATE
25	OPEN REDUCTION OF ZYGOMATIC ARCH	SCRUB

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 04 OF RESPONSE BOOKLET
26	OPEN REDUCTION OF ZYGOMATIC ARCH CIRCULATE
27	MANDIBLE CONDYLECTOMY SCRUB
28	MANDIBLE CONDYLECTOMY CIRCULATE
29	EXCISION OF SALIVARY GLAND SCRUB
30	EXCISION OF SALIVARY GLAND CIRCULATE
31	TOOTH TRANSPLANT SCRUB
32	TOOTH TRANSPLANT CIRCULATE
33	INCISION AND DRAINAGE SCRUB
34	INCISION AND DRAINAGE CIRCULATE
35	BONE GRAFTS SCRUB
36	BONE GRAFTS CIRCULATE
37	REPAIR OF CLEFT LIP SCRUB
38	REPAIR OF CLEFT LIP CIRCULATE
39	REPAIR OF CLEFT PALATE SCRUB
40	REPAIR OF CLEFT PALATE CIRCULATE
41	REMOVAL OF SALIVARY CALCULUS (STONE) SCRUB
42	REMOVAL OF SALIVARY CALCULUS (STONE) CIRCULATE
43	REPAIR OF CONGENITAL ORTHODONTIC DEFECTS SCRUB
44	REPAIR OF CONGENITAL ORTHODONTIC DEFECTS CIRCULATE
45	PREPARE GLOVES, E.G. WASH/TEST/POWDER/PACK/SORT/SIZE
46	INSPECT SUPPLIES/EQUIPMENT FOR ACCEPTABILITY/DAMAGE/LOSS/ PILFERAGE
47	MAKE SPECIAL SURGICAL SPONGES
48	COUNT SPONGES FOR O.R. PACKS
49	PREPARE RUBBER GOODS FOR STERILIZATION
50	PREPARE SILK, COTTON, WIRE SUTURES FOR STERILIZATION

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 05
OF RESPONSE BOOKLET

- 1 PREPARE NORMAL SALINE SOLUTION
- 2 PREPARE DISTILLED WATER
- 3 PREPARE TISSUE BOTTLES
- 4 PREPARE SOLUTION BOTTLES FOR STERILIZATION AND STORAGE
- 5 ASSEMBLE/SELECT NEEDLES FOR NEEDLE BOOK
- 6 STORE INSTRUMENTS
- 7 SELECT/SET UP STANDARD INSTRUMENT TRAYS FOR SCHEDULED SURGERY
- 8 SELECT/SET UP INSTRUMENTS FOR SPECIAL SURGICAL PROCEDURE
- 9 SELECT/SET UP INSTRUMENTS FOR SMALL PACKS
- 10 ESTABLISH/MAINTAIN SUTURE/INSTRUMENT TRAY CARDS
- 11 MAKE UP STERILE TRAYS
- 12 PACKAGE (WRAP/DATE/LABEL) STERILE SUPPLIES
- 13 DETERMINE METHOD OF STERILIZATION FOR INSTRUMENTS/EQUIPMENT
- 14 DETERMINE/SELECT AGENTS/PROCESSES FOR EQUIPMENT/INSTRUMENT STERILIZATION
- 15 DETERMINE ADEQUACY OF STERILIZATION PROCEDURES
- 16 CHECK INSTRUMENTS AND SUPPLIES FOR STERILIZATION INDICATORS
- 17 TEST AUTOCLAVE EFFECTIVENESS WITH CULTURE STRIPS
- 18 REPLENISH OPERATING ROOM WITH SUPPLIES
- 19 DISPOSE OF SUPPLIES/INSTRUMENTS/EQUIPMENT AFTER TIME LIMIT/ EXPIRATION DATE
- 20 MAINTAIN STOCK OF STERILE SUPPLIES
- 21 MAINTAIN STOCK OF SUPPLIES/MATERIALS/SPARE PARTS FOR UNIT
- 22 MAINTAIN STOCK OF CHEMICAL SOLUTIONS
- 23 READ EQUIPMENT MANUALS FOR OPERATION AND MAINTENANCE OF EQUIPMENT
- 24 PERFORM ROUTINE DENTAL EXAMINATION USING MOUTH MIRROR AND EXPLORER
- 25 EXAMINE TEETH FOR PLAQUE INDEX

GO TO RIGHT HAND PAGE

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 05
| OF RESPONSE BOOKLET

- | | |
|----|--|
| 26 | EXAMINE MOUTH FOR PERIODONTAL INDEX |
| 27 | DETECT TISSUE ABNORMALITIES ON X-RAY FILM |
| 28 | TAKE IMPRESSIONS FOR DENTURE REPAIR |
| 29 | TAKE IMPRESSIONS FOR MOUTH GUARDS |
| 30 | TAKE IMPRESSIONS FOR STUDY CAST |
| 31 | TAKE IMPRESSIONS FOR TEMPORARY BRIDGE |
| 32 | EXAMINE MOUTH AND PHARYNX FOR LESIONS, SORES, LEUKOPLAKIA |
| 33 | TAKE WAX BITE REGISTRATION |
| 34 | PERFORM FULL PLASTIC CROWN RESTORATIONS |
| 35 | PERFORM OCCLUSAL EQUILIBRATION |
| 36 | SMOOTH AND POLISH RESTORATION |
| 37 | EXCAVATE DENTAL CARIES USING CONVENTIONAL HANDPIECE |
| 38 | EXCAVATE DENTAL CARIES USING CONVENTIONAL HANDPIECE |
| 39 | INSERT CEMENT BASE INTO EXCAVATED CAVITY |
| 40 | INSERT PULP CAP INTO EXCAVATED CAVITY |
| 41 | INSERT AMALGAM INTO EXCAVATED CAVITY |
| 42 | CARVE AND RESTORE ANATOMICAL LANDMARKS ON DENTAL RESTORATION |
| 43 | APPLY TEMPORARY SEDATIVE CROWN (CAP) TO FRACTURED TOOTH |
| 44 | CAUTERIZE BLEEDERS WITH ELECTRIC CAUTERY (BOVIE) |
| 45 | APPLY PERIODONTAL PACKS |
| 46 | ESTABLISH DRAINAGE IN PERIAPICAL ABSCESS |
| 47 | ESTABLISH DRAINAGE IN PERIODONTAL CYST/ABSCESS |
| 48 | IRRIGATE AND INSERT PERICORONITIS DRAIN |
| 49 | IRRIGATE AND PACK DRY SOCKET |
| 50 | REDUCE DISLOCATED MANDIBLE |

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 06 OF RESPONSE BOOKLET
1	REDUCE AND SPLINT FRACTURE OF MAXILLA
2	REDUCE MAXILLOFACIAL FRACTURE
3	MAKE INCISION FOR MINOR SURGERY
4	ADMINISTER MANDIBULAR BLOCK ANESTHESIA
5	ADMINISTER TISSUE INFILTRATION/LOCAL ANESTHESIA
6	APPLY WIRE SPLINTS TO REDUCED MANDIBLE AND MAXILLA
7	SUTURE FASCIA
8	APPLY TEMPORARY SPLINT TO FRACTURED TOOTH
9	INSERT/REMOVE TEMPORARY PLASTIC BRIDGE
10	SUTURE NERVE
11	SUTURE MUSCLE
12	SUTURE SKIN
13	MAKE SUGGESTION REGARDING PATIENT CARE, E.G. NEED OF MEDICATION, TREATMENT
14	INITIATE AND ORDER DIAGNOSTIC TEST
15	SUTURE SUBCUTANEOUS TISSUE
16	SUTURE FACIAL LACERATIONS
17	SUTURE MUCOSAL TISSUE
18	EVALUATE PATIENT'S PROGRESS/RESPONSE TO THERAPEUTIC REGIME
19	ADMINISTER INTRADERMAL INJECTION
20	ADMINISTER MEDICATION BY INTRAMUSCULAR INJECTION
21	ADMINISTER I.V. MEDICATION DIRECTLY INTO VEIN
22	ADMINISTER INNOCULATIONS AND VACCINATIONS
23	GIVE EMERGENCY TREATMENT/FIRST AID FOR CARDIAC ARREST
24	GIVE EMERGENCY TREATMENT/FIRST AID FOR INTERNAL INJURIES
25	GIVE EMERGENCY TREATMENT/FIRST AID FOR EXTERNAL HEMORRAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 06 OF RESPONSE BOOKLET
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- | | |
|----|---|
| 26 | GIVE EMERGENCY TREATMENT/FIRST AID FOR RESPIRATORY IMPAIRMENT |
| 27 | GIVE EMERGENCY TREATMENT/FIRST AID FOR SEVERE DRUG REACTION |
| 28 | GIVE EMERGENCY TREATMENT/FIRST AID FOR HEAD INJURY |
| 29 | REMOVE EMBEDDED FOREIGN BODY FROM THROAT |
| 30 | GIVE EMERGENCY TREATMENT/FIRST AID FOR CONVULSION |
| 31 | RESUSCITATE PATIENT USING ARM LIFT OR HAND-BACK TECHNIQUE |
| 32 | RESUSCITATE PATIENT USING AMBU BAG |
| 33 | RESUSCITATE PATIENT USING MOUTH TO MOUTH TECHNIQUE |
| 34 | RESUSCITATE PATIENT USING RESPIRATOR |
| 35 | REMOVE SUPERFICIAL FOREIGN BODY FROM THROAT |
| 36 | GIVE EXTERNAL CARDIAC MASSAGE |
| 37 | PERFORM TRACHEOTOMY/TRACHEOSTOMY |
| 38 | PERFORM CRICOTHYROTOMY |
| 39 | ADJUST PACEMAKER, I.E. DECREASE/INCREASE RATE, CHANGE TO AUTOMATIC/DEMAND |
| 40 | DEFIBRILLATE PATIENT |
| 41 | INTUBATE PATIENT'S TRACHEA/LARYNX |
| 42 | GIVE MASSAGE FOR RELAXATION (SEDATIVE MASSAGE) |
| 43 | GIVE OXYGEN THERAPY, I.E. CANNULA, CATHETER/MASK |
| 44 | GIVE TRACHEOTOMY CARE, E.G. REMOVE AND CLEAN INNER CANNULA, SUCTION, INFLATE/DEFLATE CUFF |
| 45 | CHANGE TRACHEOTOMY TUBE |
| 46 | IRRIGATE WOUND |
| 47 | POSITION PATIENT WHO HAS SYMPTOMS OF SHOCK |
| 48 | PACK INCISION/WOUND/CAVITY |
| 49 | INSERT ANTERIOR NASAL PACKING |
| 50 | POSITION PATIENT WHO HAS DIFFICULTY BREATHING |

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 07 OF RESPONSE BOOKLET
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- | | |
|----|--|
| 1 | REMOVE FOREIGN BODY FROM CONJUNCTIVAL SAC |
| 2 | POSITION EXTREMITIES TO REDUCE SWELLING OR BLEEDING |
| 3 | MOVE/POSITION PATIENT WITH SUSPECTED FRACTURES OF EXTREMITIES |
| 4 | MOVE/POSITION PATIENT WITH SUSPECTED SPINAL FRACTURES OR CORD INJURIES |
| 5 | REGULATE BLOOD TRANSFUSION FLOW |
| 6 | MOVE/POSITION PATIENT WITH HEAD INJURIES |
| 7 | MONITOR/REGULATE INTRAVENOUS SOLUTION FLOW RATE |
| 8 | START/HANG BLOOD TRANSFUSION |
| 9 | START I.V. THERAPY VIA MEDICUT (ANGIOCATH, JELCO) |
| 10 | PERFORM INTRAVENOUS CUTOFF |
| 11 | START I.V. THERAPY VIA INTRACATH |
| 12 | START I.V. THERAPY VIA NEEDLE/SCALP VEIN/BUTTERFLY |
| 13 | START HYPODERMOCYSIS |
| 14 | EVACUATE CASUALTIES |
| 15 | LOAD/UNLOAD PATIENTS FROM STRETCHERS (GURNEY) |
| 16 | SETTLE PATIENT FOR REST PERIOD/NIGHT |
| 17 | ACCOMPANY AMBULANCE ON CALLS |
| 18 | ASSIST PATIENTS DURING EVACUATION PROCEDURES |
| 19 | MOVE/POSITION PATIENT WITH SUSPECTED INTERNAL INJURIES |
| 20 | CHECK FEMORAL PULSE FOR PRESENCE AND QUALITY |
| 21 | CHECK PEDAL PULSE FOR PRESENCE AND QUALITY |
| 22 | DETERMINE APICAL PULSE RATE/RHYTHM WITH STETHESCOPE |
| 23 | CHECK PATIENT'S AIRWAY FOR PATENCY/OBSTRUCTION |
| 24 | OBSERVE FOR/REPORT SYMPTOMS OF CARDIAC ARREST |
| 25 | OBSERVE FOR/REPORT SYMPTOMS OF DIARRHEA |

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 07 OF RESPONSE BOOKLET
26	EXAMINE TYMPANIC MEMBRANE FOR REDNESS, SWELLING
27	EXAMINE AND DESCRIBE BURNS, I. E. SOURCE, AREA, DEGREE
28	OBSERVE FOR/REPORT SYMPTOMS OF FOOD POISONING
29	EXAMINE FOR SYMPTOMS OF EXTERNAL FUNGAL INFECTIONS, E.G. RINGWORM
30	GIVE EMERGENCY TREATMENT/FIRST AID FOR HEAT EXHAUSTION
31	GIVE EMERGENCY TREATMENT/FIRST AID FOR HEAT STROKE
32	DETERMINE IF PERSONNEL AT SICK CALL ARE FIT FOR DUTY
33	CHECK/COUNT RESPIRATIONS
34	OBSERVE FOR/REPORT SYMPTOMS OF SHOCK
35	EXAMINE FOR ENTRY AND EXIT AREA OF SHRAPNEL OR BULLETS
36	APPLY/CHANGE BANDAGES, E.G. ROLLER, TRIANGULAR, KURLEX
37	OBSERVE FOR/REPORT SYMPTOMS OF SINUS BLOCKAGE
38	EXAMINE FOR SYMPTOMS OF SNAKE BITES
39	EXAMINE FOR EVIDENCE OF SPINAL CORD INJURIES
40	EXAMINE FOR SIGNS OF SPRAINS
41	REMOVE/SHORTEN DRAIN
42	GIVE EMERGENCY TREATMENT/FIRST AID FOR SHOCK
43	ESTIMATE/RECORD BLOOD LOSS FOLLOWING HEMORRHAGE
44	MAKE PATIENT ROUNDS OF WARDS/SECTION/UNIT/HOSPITAL
45	CHECK CENTRAL VENOUS PRESSURE
46	IDENTIFY/DESCRIBE MANIFESTATIONS OF LOSS OF CONTACT WITH REALITY, E.G. HALLUCINATIONS, DELUSIONS
47	DETERMINE PATIENT'S PATTERN OF INTERACTION WITH OTHERS
48	OBSERVE PATIENT FOR/REPORT AND DESCRIBE ABNORMAL RESPIRATIONS
49	OBSERVE PATIENT FOR SIGNS OF CHILLING
50	GIVE EMERGENCY TREATMENT/FIRST AID FOR FRACTURES

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 08 OF RESPONSE BOOKLET
1	SORT/CATEGORIZE CASUALTIES
2	EXAMINE FOR SYMPTOMS OF INTERNAL HEMORRHAGE
3	DETECT BONE ABNORMALITIES ON X-RAY FILM
4	GIVE HEAT TREATMENT, E.G. HYDROCOLLATOR/K PACK, HEAT LAMP
5	ADMINISTER BLOOD EXPANDER OTHER THAN BLOOD, E.G. PLASMA, ALBUMIN
6	APPLY/CHANGE STERILE DRESSINGS
7	APPLY/REMOVE SLING, E.G. ARM, LEG
8	APPLY/REMOVE SPLINT
9	APPLY WET COMPRESSES/SOAKS/PACKS
10	CLEAN WOUND, CUT, ABRASION
11	CONTROL BLEEDING BY APPLYING TOURNIQUETS
12	DEBRIDE WOUND/BURN
13	GIVE EMERGENCY TREATMENT/FIRST AID FOR SNAKE BITE
14	GIVE EMERGENCY TREATMENT/FIRST AID FOR SPRAIN/STRAIN/TORN LIGAMENT
15	GIVE EMERGENCY TREATMENT/FIRST AID FOR BLAST INJURY
16	GIVE EMERGENCY TREATMENT/FIRST AID FOR GUNSHOT WOUND
17	CLEAR EAR BLOCKS USING AIR PRESSURE/WATER
18	DETERMINE NEED AND INITIATE TRANSFER OF PATIENT TO A MEDICAL CARE FACILITY
19	DETERMINE NEED TO DEFIBRILLATE PATIENT
20	PRESCRIBE TREATMENT FOR SINUSITIS
21	DETERMINE PRIORITIES FOR EVACUATION OF PATIENTS
22	PRESCRIBE SYMPTOMATIC TREATMENT FOR COLDS
23	PRESCRIBE ANTIHISTAMINES
24	ORIENT PATIENT/FAMILY TO FACILITY, E.G. ROUTINES, REGULATIONS, PHYSICAL LAYOUT, PERSONNEL
25	TEACH PATIENT/FAMILY SELF USE OF THERAPEUTIC EQUIPMENT/DEVICES

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE OF OF RESPONSE BOOKLET
26	EXPLAIN/ANSWER PATIENT'S QUESTIONS REGARDING SYMPTOMS/DISEASE/ TREATMENT
27	REINFORCE PATIENT'S POSITIVE RESPONSE TO THERAPY
28	EXPLAIN/ANSWER QUESTIONS ABOUT DOCTOR'S INSTRUCTIONS TO PATIENT/ FAMILY
29	TEACH PATIENT SELF-CARE PREVENTIVE DENTISTRY MEASURES, E.G. USE OF TOOTHPASTE, WATER PIC
30	EXPLAIN/ANSWER QUESTIONS ABOUT THERAPEUTIC DIETS TO PATIENT/ FAMILY
31	TEACH PATIENT/FAMILY NURSING CARE PROCEDURES, E.G. DRESSING CHANGE, CAST CARE
32	HAVE PATIENT COMPLETE DRUG HISTORY QUESTIONNAIRE
33	TEACH PATIENT MEDICATION STORAGE REQUIREMENTS, E.G. REFRIGERATION, EXPIRATION DATE
34	EXPLAIN X-RAY PROCEDURES TO PATIENT
35	INFORM PATIENT OF PROGRESS OF THERAPY
36	REASSURE/CALM PATIENT BEFORE SURGERY
37	WRITE STANDARD INSTRUCTIONS FOR PATIENT CONCERNING EXAMINATIONS/ THERAPY OR PROCEDURES
38	TEACH PATIENT/FAMILY SIDE EFFECTS OF MEDICATION, E.G. DROWSINESS, URINE DISCOLORATION
39	EXPLAIN/ANSWER PATIENT/FAMILY QUESTIONS ABOUT MEDICATIONS, E.G. PURPOSE, DOSE, SCHEDULE
40	INFORM PATIENT/FAMILY WHERE TO OBTAIN MEDICAL SUPPLIES
41	INFORM PATIENT ON AVAILABILITY OF SERVICES IN THE COMMUNITY, E.G. LEGAL AID, EMPLOYMENT
42	EXPLAIN TO PATIENT/FAMILY POST-OP PROCEDURES/CARE FOR RADICAL SURGERY
43	DO FORMAL INVENTORY OF NARCOTICS AND CONTROLLED DRUGS
44	SIGN FOR NARCOTICS AND RESTRICTED DRUGS
45	CHECK REQUISITIONS AGAINST DRUG ISSUES
46	COMPUTE AMOUNTS OF INGREDIENTS FOR COMPOUNDING/PREPARING PHARMACEUTICALS
47	DISPOSE OF MEDICATIONS PREPARED BUT NOT ADMINISTERED
48	DO AN INVENTORY OF DRUGS OTHER THAN NARCOTICS AND CONTROLLED DRUGS
49	TRANSLATE/TRANSFER/TYPE PRESCRIPTION INFORMATION ON LABEL
50	PREPACKAGE PHARMACEUTICALS WITH MACHINES

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 09 OF RESPONSE BOOKLET
1	PREPACKAGE PHARMACEUTICALS MANUALLY
2	WEIGH/MEASURE CHEMICALS
3	PACKAGE/BOTTLE PHARMACEUTICAL BULK STOCK FOR DISPENSING
4	ISSUE FILLED PRESCRIPTIONS
5	ADD/CHANGE I.V. BOTTLE DURING CONTINUOUS INFUSION
6	MONITOR EXPIRATION DATED PHARMACEUTICALS
7	PREPARE STORAGE FOR SUPPLY OF NARCOTICS/CONTROLLED DRUGS
8	FILL WARD/CLINIC PHARMACY REQUISITIONS
9	PACKAGE DRUG ORDERS FOR WARD/CLINIC/DEPARTMENT ISSUE
10	DELIVER REQUISITIONED PHARMACEUTICALS TO WARD/CLINIC
11	DISPOSE OF/RETURN MEDICATIONS/DRUGS WHOSE SHELF-LIFE HAS EXPIRED
12	ORDER STOCK MEDICATIONS FROM PHARMACY
13	PREPARE AND MAINTAIN ANTIDOTE SECTION/LOCKER
14	COMPOUND ANTIDOTES
15	CHECK PRESCRIPTIONS FOR INCOMPATIBILITY/IDIOSYNCRACIES OF CONCURRENTLY PRESCRIBED MEDICATIONS
16	PREPARE REFERENCE DRUG LISTS, E.G. QUANTITY LIMITED, PREPAK QUANTITY
17	CHECK PRESCRIPTIONS FOR OVERDOSAGE
18	RECEIVE AND LOG INCOMING PHARMACEUTICALS IN BULK
19	SAFEGUARD POISONS
20	CONFER WITH PRESCRIBING DOCTOR ON QUESTIONS CONCERNING PRESCRIPTIONS
21	PREPARE UNIT DOSE FOR WARDS
22	ANSWER PERSONNEL INQUIRIES REGARDING MIXING/ADMINISTERING DRUGS
23	ISSUE NON-PRESCRIPTION MEDICATIONS E.G. ASPIRIN
24	POUR/DRAW UP MEDICATIONS OTHER THAN NARCOTICS AND CONTROLLED DRUGS
25	POUR/DRAW UP NARCOTICS AND CONTROLLED DRUGS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 09 OF RESPONSE BOOKLET
26	ADMINISTER SUBLINGUAL/BUCCAL MEDICATION
27	ADMINISTER ORAL MEDICATION
28	IDENTIFY BACTERIA BY STAINING METHODS
29	IDENTIFY BACTERIA BY BASIC CULTURE TECHNIQUES
30	IDENTIFY PATHOGENIC BACTERIA USING PAPER STRIP TECHNIC E.G. PATHOTEC
31	IDENTIFY BACTERIAL TYPE BY PHAGE TYPING
32	TEST FOR THE PRESENCE OF BACTERIA IN TISSUE/CELLS
33	COLLECT SPUTUM SPECIMEN BY SUCTION TRAP
34	LYOPHILIZE (FREEZE DRY) SPECIMENS FOR FUTURE TESTING
35	DO COAGULASE TEST TO IDENTIFY PATHOGENIC STAPHYLOCOCCI
36	DECALCIFY TISSUE
37	MOUNT TISSUE SLIDES
38	WASH/PREPARE GLASSWARE FOR LAB USE, INCLUDING SPECIAL PREPARATION, E.G. ACID WASH, SILICONE COAT
39	PICK UP/DELIVER SPECIMENS
40	LABEL/ACCESSION SPECIMEN CONTAINERS, E.G. TUBES, SLIDES
41	MEASURE/DILUTE/PRESERVE LAB SPECIMEN E.G. URINE, BLOOD FOR SUBSEQUENT TESTING
42	PREPARE/PRESERVE ROUTINE (NON-TISSUE) LAB SPECIMEN FOR SHIPMENT
43	DO BACTERIAL COUNTS ON WATER
44	CALCULATE AND PREPARE PERCENT SOLUTIONS
45	CALCULATE AND PREPARE NORMAL/MOLAR SOLUTIONS
46	PREPARE BUFFER SOLUTIONS
47	PREPARE CHEMICAL STANDARDS
48	PREPARE STANDARD CURVE
49	STANDARDIZE REAGENTS
50	RUN TEST STANDARD TO CHECK ACCURACY OF EQUIPMENT

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 10 OF RESPONSE BOOKLET
1	PREPARE ABSORPTION SPECTRAL CURVE OF REAGENTS/STANDARDS
2	MATCH CUVETTES OPTICALLY
3	CHECK/ADJUST PH OF BUFFERS/REAGENTS
4	CHECK SPECIFIC GRAVITY OF URINE
5	PREPARE CULTURE MEDIA FROM BASIC INGREDIENTS, E.G. BEEF EXTRACT
6	PREPARE CULTURE MEDIA USING COMMERCIALY DEHYDRATED PRODUCT, E.G. MC CONKEY AGAR
7	STREAK CULTURE MEDIA
8	PREPARE ROUTINE STAINS
9	PREPARE SPECIAL STAINS
10	COLLECT BLOOD FROM CHILDREN/INFANTS
11	COLLECT BLOOD BY VENIPUNCTURE
12	COLLECT CAPILLARY BLOOD SAMPLE, I.E. FROM FINGER TIP, TOE OR EAR LOBE
13	CENTRIFUGE BLOOD AND SEPARATE SERUM OR PLASMA
14	USE LOCALLY DEVELOPED MANUALS/GUIDES TO FOLLOW ANALYTICAL PROCEDURES
15	USE NAVY/DOD MANUALS TO STUDY ANALYTICAL PROCEDURES
16	USE COMMERCIAL MANUALS TO FOLLOW ANALYTICAL PROCEDURES
17	CONVERT CENTIGRADE TEMPERATURE TO FAHRENHEIT OR VICE VERSA
18	PLOT READING/VALUES ON SEMILOG PAPER
19	PLOT READING/VALUES ON RECTILINEAR GRAPH PAPER
20	DO TEST CULTURE OF ORAL MUCOSA FOR DETERMINING THE PRESENCE OF GINGIVITIS
21	DO TEST CULTURE OF CANAL TO ASSESS THE PROGRESS OF ENDOODONTIC TREATMENT
22	CONSTRUCT DENTAL FURNISHINGS BENCHES TABLES
23	CONSTRUCT EMERGENCY FIELD EVACUATION DEVICES
24	CONSTRUCT MOULDS FOR PROTOTYPE
25	CONSTRUCT MOULDS OF FACIAL ANATOMY FROM WAX IMPRESSIONS

GO TO RIGHT HAND PAGE

ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 10
OF RESPONSE BOOKLET

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| 26 | ARTICULATE CASES (STUDY MODELS) FOR OCCLUSAL RELATION |
| 27 | CONSTRUCT PROTECTIVE MOUTH GUARDS E.G. BOXING GUARDS |
| 28 | FABRICATE FRACTURE SPLINT |
| 29 | DO PROSTHETIC RECONSTRUCTION OF THE EAR |
| 30 | FABRICATE PATTERN FOR MOULDS |
| 31 | FABRICATE PLASTIC HEAD CAPS |
| 32 | FABRICATE INTERNAL FACIAL PROSTHESIS |
| 33 | DO PROSTHETIC RECONSTRUCTION OF THE NOSE |
| 34 | FABRICATE CUSTOM OCULAR PROSTHESIS |
| 35 | PREPARE CEMENT E.G. LINERS PRIMERS INSULATION |
| 36 | PREPARE DIAGNOSTIC CASTS STUDY MODEL |
| 37 | FABRICATE EAR MOULD FOR HEARING AID |
| 38 | FABRICATE EXTERNAL FACIAL RESTORATIONS |
| 39 | FABRICATE SPECIAL CRANIAL PROSTHESIS |
| 40 | FABRICATE CLEFT PALATE PROSTHETIC APPLIANCE |
| 41 | PREPARE PARAFFIN MOULDS |
| 42 | DO RTV SILICONE RESTORATION OF THE ORBIT |
| 43 | PREPARE COMPOUND FOR IMPRESSION TRAYS |
| 44 | PREPARE-MIX IMPRESSION MATERIAL |
| 45 | TRIPOD AND MARK MASTER CAST |
| 46 | TRANSFER DESIGN TO REFRACTORY CAST |
| 47 | WAX PATTERN FOR REMOVABLE PARTIAL DENTURE |
| 48 | DO CHROME COBALT CASTINGS |
| 49 | INVEST WAX PATTERN OF PARTIAL DENTURE |
| 50 | CAST REMOVABLE PARTIAL DENTURE IN GOLD WITH THERMOTROL CASTING MACHINE |

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 11 OF RESPONSE BOOKLET
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| 1 | CAST REMOVABLE PARTIAL DENTURE IN GOLD WITH KERR CASTING MACHINE |
| 2 | SAND BLAST PARTIAL DENTURE FRAMEWORK CASTING |
| 3 | BEND WIRE FOR CLASPS |
| 4 | SOLDER RESTS ON WIRE CLASPS |
| 5 | INVEST WIRE CLASPS FOR SOLDERING |
| 6 | PREPARE MOLD FOR TRU RUGAE TECHNIQUE |
| 7 | CONSTRUCT AND APPLY TRU RUGAE PATTERN TO REFRACTORY CAST |
| 8 | ASSEMBLE PARTS TO MANUAL TICONIUM CASTING MACHINE |
| 9 | DO ELECTROLYTIC DEPLATING OF CHROME COBALT CASTINGS |
| 10 | SOLDER CHROME COBALT CASTINGS |
| 11 | CONSTRUCT TRAYS FOR ALTERING DISTAL EXTENSION PARTIAL DENTURES |
| 12 | PREPARE CAST FOR ALTERED CAST IMPRESSION |
| 13 | SPRUE WAX PATTERN FOR CHROME COBALT REMOVABLE PARTIAL DENTURE |
| 14 | ELIMINATE WAX IN BURN OUT FURNACE |
| 15 | DRY REFRACTORY CAST IN ELECTRIC DRYING OVEN |
| 16 | FABRICATE PERIODONTIC APPLIANCES |
| 17 | FABRICATE WROUGHT METAL FRAMEWORK |
| 18 | INVEST REFRACTORY MODELS |
| 19 | MAKE DUPLICATE FINAL CASTS IN HYDROCOLLOID |
| 20 | PREPARE DESIRABLE UNDERCUTS FOR RETENTION |
| 21 | FABRICATE SILVER SPLINT FOR FRACTURED JAW |
| 22 | BEAD AND SHIM FINAL IMPRESSIONS |
| 23 | POUR FINAL IMPRESSIONS - GYPSUM PRODUCT |
| 24 | CONSTRUCT CUSTOM IMPRESSION TRAYS |
| 25 | POUR LOW FUSING METAL INTO IMPRESSIONS |

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 11 OF RESPONSE BOOKLET
26	CONSTRUCT RECORD BASES - ACRYLIC, WAX, SHELLAC
27	MOUNT FACE BOW ON ARTICULATOR
28	POSITION AND MOUNT CENTRAL-BEARING DEVICE AND EXTRAORAL TRACING DEVICE
29	MOUNT FINAL CASTS TO ADJUSTABLE ARTICULATOR
30	ARRANGE TEETH ON FINAL CAST
31	WAX CONTOUR DENTURE FOR PROCESSING
32	CHARACTERIZE DENTURE BASE MATERIAL
33	CONSTRUCT PATIENT REMOUNT MATRIX
34	CONSTRUCT PATIENT REMOUNT CASTS
35	FABRICATE SURGICAL TEMPLATE
36	PREPARE CAST FOR FLUID RESIN DENTURE
37	MAKE DUPLICATE MOLD FOR FLUID RESIN DENTURES
38	SPRUE MOLD FOR FLUID RESIN DENTURE
39	PROCESS FLUID RESIN DENTURES
40	CONSTRUCT PLASTIC SPLINT
41	BOIL OUT AND REMOVE WAX FROM THE MOULD
42	DE-FLASK DENTURES
43	PACK FLASK WITH ACRYLIC RESIN
44	FABRICATE OCCLUSION RIMS
45	FABRICATE ORTHODONTIC APPLIANCE-HAWLEY
46	PROCESS DENTURES FOR RE-ARTICULATION
47	PROCESS DENTURES BY GRINDING AND POLISHING
48	PROCESS DENTAL MODELS FOR ARTICULATION
49	PROCESS DENTURES WITH ACRYLIC/POLYMERS
50	PREPARE BY ALIGNING PARTIAL/COMPLETE DENTURES FOR REPAIRS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELCW IN LEFT SIDE OF PAGE 12 OF RESPONSE BOOKLET
1	PERFORM FLASKING OF DENTURE
2	PERFORM SELECTIVE GRINDING OF DENTURES
3	PREPARE MATRIX FOR REPAIRS
4	REBASE DENTURE
5	RELINE DENTURE
6	REMOVE DENTURES FROM CASTS
7	REPAIR DENTURE
8	SELECT TEETH FOR DENTURES
9	CONSTRUCT STONE DIES AND TRIM
10	CONSTRUCT COPPER PLATED DIES AND TRIM
11	CONSTRUCT AMALGAM DIES AND TRIM
12	CONSTRUCT PLASTIC COPINGS
13	CONSTRUCT METAL COPINGS
14	WAX UP AND SPRUE CROWN/BRIDGE/INLAY
15	CAST CROWN/BRIDGE/INLAY IN GOLD
16	SANDBLAST GOLD APPLIANCES
17	PICKLE GOLD APPLIANCES
18	REPLACE BROKEN FACINGS
19	SOLDER BRIDGE
20	PREPARE AND OPAQUE METAL FOR PYROPLAST
21	PREPARE/APPLY PYROPLAST TO GOLD CASTING
22	PREPARE AND OPAQUE METAL FOR PORCELAIN
23	PREPARE/APPLY PORCELAIN TO METAL CASTING
24	PREPARE/APPLY STAIN TO PYROPLAST FACING
25	PREPARE/APPLY STAIN TO PORCELAIN FACING

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 12 OF RESPONSE BOOKLET
26	PROCESS/BAKE PYROPLAST/ACRYLIC FACING
27	PROCESS/FIRE PORCELAIN FACINGS
28	ADAPT PLATINUM FOIL TO DIE FOR PORCELAIN APPLICATION
29	GOLD PLATE CROWN/BRIDGE
30	INVEST BRIDGES FOR SOLDERING
31	FABRICATE TEMPORARY BRIDGE-PLASTIC
32	GRIND/POLISH CROWN
33	PREPARE GOLD BY ANNEALING AND HEAT HARDENING
34	PROCESS ACRYLIC RESIN
35	PREPARE DIAGNOSTIC CAST
36	TRIM STONE/PLASTER OF PARIS MODELS
37	PROCESS RTV SILICONE
38	PLAN/DESIGN INTRA-ORAL PROSTHESIS
39	PROCESS HEAT CURED SILICONE
40	FABRICATE CORRECTIVE APPLIANCE FOR DEFECT OF THE MANDIBLE
41	FABRICATE OCULAR IMPLANTS
42	FABRICATE PROSTHETIC AIDS USED IN RADIOTHERAPY
43	FABRICATE OCULAR CONFORMERS
44	PAINT ARTIFICIAL EYE USING ACRYLIC PAINTS
45	FABRICATE METAL MOULD FOR POLYVINYL RESTORATIONS
46	MODIFY CUSTOM OCULAR PROSTHESIS
47	DO INTRINSIC TINTING OF SILICONE PROSTHESES
48	DO EXTRINSIC TINTING OF SILICONE PROTHESES
49	CHECK PRESSURIZED TANKS FOR QUANTITY OF GAS, E.G. OXYGEN, HELIUM
50	TRANSPORT STERILE EQUIPMENT/SUPPLIES, RETURN DIRTY OR EXPIRED ITEMS TO CENTRAL SUPPLY ROOM

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 13 OF RESPONSE BOOKLET
1	TRANSPORT LAUNDRY TO/FROM LAUNDRY ROOM
2	PREPARE AND STERILIZE LINEN
3	WASH GLASSWARE/INSTRUMENTS
4	DO FOLDING, WRAPPING AND STORING OF LAUNDRY/LINEN
5	ENSURE DENTAL FIELD KITS ARE SUITABLE FOR ISSUE, E.G. CHECK CONTENTS, TAG, WATERPROOF
6	MAINTAIN UNIT/WARD/SECTION FIRST AID AND EMERGENCY EQUIPMENT
7	PACK AND STORE FIELD MEDICAL SUPPLIES AND EQUIPMENT
8	ATTACH IDENTIFYING TAG TO COMPONENTS/EQUIPMENT
9	PICK UP/DELIVER EQUIPMENT
10	STORE SUPPLIES
11	PACK SURVIVAL SEAT PACKS
12	RETURN EQUIPMENT TO CIVILIAN CONTRACTORS FOR REPLATING/REPAIR
13	INSPECT THAT SUPPLIES/MATERIALS/EQUIPMENT ARE STORED PROPERLY
14	ISSUE SUPPLIES/INSTRUMENTS/EQUIPMENT/MATERIALS
15	VERIFY/SIGN OFF ON REQUISITIONS/RECEIPTS FOR SUPPLIES/EQUIPMENT/MATERIAL
16	VERIFY AND CO-SIGN INVENTORY
17	ESTABLISH SUPPLY USAGE RATE
18	MAINTAIN/ACCOUNT FOR SCRAP GOLD/SILVER
19	MAINTAIN/ACCOUNT FOR SCRAP AMALGAM
20	MAINTAIN/ACCOUNT FOR BULK ALCOHOL
21	REVIEW/INSPECT X-RAY FILMS FOR DISPOSAL
22	DEVELOP MEDICAL X-RAY FILMS
23	TEST CASSETTES FOR SCREEN FILM CONTACT
24	TEST CASSETTES FOR SCREEN LAG
25	RETRIEVE SILVER FROM X-RAYS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 13 OF RESPONSE BOOKLET
26	INSPECT CONDITION OF FILM STORAGE AREAS, I.E. FOR PROPER TEMPERATURE/LIGHT/HUMIDITY
27	STOPE UNEXPOSED FILMS
28	INSPECT X-RAY FILM QUALITY TO EVALUATE DEVELOPMENT TECHNIQUES
29	CHECK/CORRECT CALCULATIONS PERFORMED BY OTHER TECHNICIANS
30	PLAN AVAILABILITY OF RECRUITS FOR ASSIGNMENTS AFTER TRAINING
31	DETERMINE CONTENT OF MILITARY REPORTS ON PERSONNEL, E.G. EVALUATION REPORTS
32	DEVELOP/ESTABLISH STANDARDS TO EVALUATE MANPOWER PERFORMANCE
33	CONDUCT COMMAND INSPECTIONS
34	REVIEW SUGGESTIONS AND COMPLAINTS FROM PERSONNEL
35	PLAN FOR OVERTIME/LEAVE/LIBERTY/TIME OFF
36	PLAN FACILITY MANNING LEVELS
37	DEVELOP/REVISE NEC SPECIFICATIONS
38	DETERMINE STAFF/PATIENT RATIOS
39	DETERMINE DUTIES FOR PERSONNEL
40	ROTATE PERSONNEL DUTIES, E.G. FOR EXPERIENCE/VARIETY
41	ADJUST DAILY ASSIGNMENT SHEET/WORK SCHEDULE AS NEEDED
42	RECOMMEND LEAVE/TIME OFF FOR PERSONNEL
43	REQUEST/RECOMMEND ADDITIONAL PERSONNEL WHEN REQUIRED
44	RECOMMEND DISCIPLINARY ACTION FOR PERSONNEL AS REQUIRED
45	MAINTAIN NAVY OFFICER SERVICE RECORDS
46	MAINTAIN ENLISTED NAVY SERVICE RECORDS
47	MAINTAIN ENLISTED MARINES SERVICE RECORDS
48	ENSURE THAT ALL PERSONNEL MAINTAIN PROPER MILITARY BEARING, E.G. CLEANLINESS, ATTIRE
49	GIVE FAMILIARIZATION BRIEFINGS TO NEWLY ARRIVING PERSONNEL
50	INVESTIGATE/REPORT ON INJURIES/INCIDENTS TO PATIENTS/STAFF/VISITORS

NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 14 OF RESPONSE BOOKLET
1	ASSIGN PERSONNEL TO DUTIES/WORK ACCORDING TO SCHEDULE
2	RELIEVE OTHERS FOR LUNCH/COFFEE BREAKS
3	PERFORM ADMINISTRATIVE ERRANDS, E.G. PICK-UP PAYCHECKS, DELIVER/RETURN TIME CARDS
4	RESEARCH/PREPARE BIOGRAPHICAL SKETCHES ON PERSONNEL
5	MAKE ENTRIES INTO MARINE CORPS PERSONNEL DIARY
6	USE MARINE CORPS PERSONNEL DIARY
7	MAKE ENTRIES INTO NAVY PERSONNEL DIARY
8	RECOMMEND PERSONNEL FOR REASSIGNMENT, I.E. NEW COMMAND
9	USE NAVY PERSONNEL DIARY
10	MAINTAIN PERSONNEL RECORDS
11	LOG STAFF HOSPITALIZATIONS
12	COMPILE NOMINAL LISTS FOR PERSONNEL IMMUNIZATION
13	PREPARE DRAFT OF OFFICER FITNESS REPORTS FOR REVIEW
14	ESTABLISH LIAISON WITH CIVILIAN SPECIALISTS/CONSULTANTS
15	DRAFT COMMENDATORY AWARDS FOR SUBORDINATES, E.G. LETTERS OF APPRECIATION
16	DETERMINE ELIGIBILITY OF INDIVIDUALS TO RECEIVE HEALTH CARE IN ACCORDANCE WITH REGULATIONS
17	MAINTAIN CALL LIST TO FILL BROKEN/CANCELLED APPOINTMENTS
18	MAINTAIN PATIENT REGISTER
19	APPROVE/AUTHORIZE OVERTIME FOR CIVILIAN STAFF
20	CHECK ELIGIBILITY OF CONTRACTORS
21	HIRE/FIRE CIVILIAN PERSONNEL
22	CERTIFY CIVILIAN ATTENDANCE
23	CERTIFY QUALITY OF WORK PERFORMED BY CIVILIAN CONTRACTORS
24	INTERVIEW/COUNSEL/ADVISE STAFF
25	SPEAK/PARTICIPATE IN COMMUNITY AFFAIRS, E.G. PTA, HEALTH SOCIETIES

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 14
OF RESPONSE BOOKLET

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| 26 | RECOMMEND QUALITY SALARY INCREASES FOR PERSONNEL |
| 27 | GIVE ADVICE ON EMPLOYMENT OF CIVILIAN PERSONNEL |
| 28 | GIVE DIRECT SUPERVISION TO EMPLOYEES |
| 29 | SURVEY SUPPLIERS REGARDING COST OF EQUIPMENT/SUPPLIES |
| 30 | DETERMINE CONTENT OF CIVILIAN PERFORMANCE APPRAISAL REPORTS |
| 31 | INTERVIEW CANDIDATES FOR EMPLOYMENT |
| 32 | LOG CONTRACTOR REQUIREMENTS |
| 33 | ANSWER QUERIES FROM CIVILIAN ASSOCIATIONS/INDIVIDUALS |
| 34 | MAINTAIN CIVILIAN EMPLOYEE RECORDS AND REPORTS |
| 35 | CONDUCT TOURS OF FACILITY FOR VISITORS |
| 36 | ASSIST IN COMMAND INSPECTIONS |
| 37 | MANAGE HOUSEKEEPING PERSONNEL, E.G. SCHEDULE, INSPECT PERFORMANCE |
| 38 | COORDINATE WITH OTHER HEALTH AGENCIES REGARDING HEALTH MATTERS, E.G. QUARANTINE |
| 39 | NOTIFY NEXT-OF-KIN WHEN REQUIRED |
| 40 | MAINTAIN PERSONNEL DENTAL RECORDS |
| 41 | ASSESS ACCURACY OF ANALYSIS PERFORMED BY OTHER LABORATORIES |
| 42 | PLAN LOGISTIC AND ADMINISTRATIVE SUPPORT OF HOSPITAL TRIAGE AREAS |
| 43 | ORGANIZE/PLAN NURSING CLINICS |
| 44 | MAINTAIN X-RAY FILM LIBRARY/FILE |
| 45 | MAINTAIN TECHNIQUE CHARTS |
| 46 | MAINTAIN TRANSFUSION FILE |
| 47 | ORGANIZE/PREPARE A MASS CASUALTY PLAN |
| 48 | ORGANIZE/PREPARE A MINOR CASUALTY PLAN |
| 49 | SUPERVISE ROUTINE EQUIPMENT MAINTENANCE FOR SECTION/UNIT |
| 50 | SUPERVISE DISASTER CONTROL PROGRAM |

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 15 OF RESPONSE BOOKLET
1	PREPARE REQUISITIONS FOR DIAGNOSTIC PROCEDURES, E.G. LAB, FEG
2	ENSURE THAT PERSONNEL ARE AWARE OF HEALTH SERVICES AVAILABLE
3	ARRANGE TRANSPORTATION FOR PATIENTS/PERSONNEL
4	COORDINATE WITH DATA PROCESSING PERSONNEL
5	FILE RADIOGRAPHS
6	IDENTIFY RADIOGRAPH
7	PREPARE RADIOGRAPHS FOR VIEWING BY DOCTOR
8	MAINTAIN MEDICAL/DENTAL RECORDS
9	LOAN X-RAY FILMS TO DOCTORS/OTHER DEPARTMENTS
10	FILE COMPLETED/RETURNED CHITS/REPORTS IN PATIENT RECORD
11	COORDINATE WITH SCHOOL GUIDANCE DEPARTMENTS
12	COORDINATE WITH HOSPITAL/DEPARTMENT SUPPORT SERVICES, E.G. SOCIAL SERVICES, RED CROSS
13	PREPARE REQUISITIONS FOR SUPPLIES/EQUIPMENT
14	COMPILE LIST OF APPROVED LOCAL PURCHASE ITEMS
15	DETERMINE EQUIPMENT/SUPPLIES FOR EMERGENCIES/EXERCISES
16	REVIEW BOOKS/PUBLICATIONS/RECORDS FOR DISPOSAL
17	EVALUATE NEW EQUIPMENT, I.E. USER TEST
18	EVALUATE THE MAINTENANCE AND USE OF SUPPLIES, EQUIPMENT AND WORK SPACE
19	APPROVE/DISAPPROVE NEW EQUIPMENT REQUESTS
20	MAINTAIN PROPERTY CUSTODY CARDS FOR EQUIPMENT
21	CONSULT ON CENTRAL/LOCAL SUPPLY PROBLEMS/PROCEDURES
22	MAINTAIN INSTRUMENT CALIBRATION FILES
23	DETERMINE CORRECT NUMBER OF TABLES/STRETCHERS FOR PATIENTS
24	GIVE DIRECT SUPERVISION FOR THE PREPARATION OF REQUISITIONS/ PURCHASE ORDERS/WORK REQUESTS
25	AMEND CROSS REFERENCE LIST OF INSTRUCTIONS/MATERIALS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 15 OF RESPONSE BOOKLET
26	NEGOTIATE WITH VENDORS, E.G. COST, DELIVERY SCHEDULE
27	LOG INTERNAL SUPPLY VOUCHER, DD 150
28	ASSIGN SPACE FOR EQUIPMENT AND SUPPLIES
29	COORDINATE WITH OTHER SECTIONS FOR ASSISTANCE IN FABRICATING EQUIPMENT
30	CHECK/LOCATE/IDENTIFY PART NUMBERS FROM CATALOGUES/MANUALS
31	LOG PLANT PROPERTY IDENTIFICATION NUMBER AND CONDITION
32	LOG LOSS OF SUPPLIES AND NOTIFY INVENTORY CONTROL OF LOSS
33	MAINTAIN A SUPPLY (EQUIPMENT, MATERIALS) INVENTORY SYSTEM
34	LOG TEMPORARY LOAN CARD
35	MAKE LOCAL (OPEN) PURCHASE OF SUPPLIES
36	LOG INSPECTION RECEIPT VOUCHER
37	ORDER SUPPLIES/EQUIPMENT THROUGH FEDERAL SUPPLY SYSTEM
38	REQUISITION TRAINING AIDS FROM OTHER HOSPITALS/CLINICS OR CIVILIAN/GOVERNMENT HEALTH FACILITIES
39	COORDINATE LOADING AND UNLOADING OF EQUIPMENT
40	CONFER/VISIT MANUFACTURERS/CONTRACTORS TO OBTAIN FIRST HAND KNOWLEDGE OF EQUIPMENT/SUPPLIES
41	COORDINATE ON EQUIPMENT LOANS, BORROWING OF MEDICAL/DENTAL SUPPLIES/TRAINING AIDS
42	COORDINATE WITH MANUFACTURERS/CONTRACTORS FOR EQUIPMENT REPAIR/ MAINTENANCE
43	ARRANGE FOR REPLACEMENT/REPAIR OF EQUIPMENT AS REQUIRED
44	REVIEW REQUISITIONS
45	PREPARE/LOG BLANKET PURCHASE AGREEMENTS
46	DETERMINE SUPPLIES AND EQUIPMENT BUDGET
47	PREPARE INVOICES/VOUCHERS FOR PAYMENT OF FUNDS
48	CERTIFY INVOICES FOR PAYMENT OF FUNDS
49	MAKE RECOMMENDATIONS ON BUDGET PROPOSALS
50	PREPARE ANNUAL FINANCIAL PLANS FOR MAINTENANCE AND OPERATION

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 16
| OF RESPONSE BOOKLET

- 1 | COORDINATE COST REDUCTION PROGRAMS
- 2 | MONITOR THE EXPENDITURES AND UTILIZATION OF FUNDS
- 3 | RESEARCH LOCAL MEDICAL/DENTAL SUPPLY PURCHASE RATES
- 4 | LOG LOCAL PURCHASE INFORMATION
- 5 | PREPARE FINANCIAL STATEMENTS
- 6 | LOG BLANKET PURCHASE ORDER INVOICE NUMBERS
- 7 | PREPARE BILLS OF LADING FOR PAYMENT
- 8 | PROCESS TAD VOUCHERS
- 9 | DETERMINE THE PHYSICAL LAYOUT OF WORK AREA FURNITURE/EQUIPMENT
- 10 | MODIFY OR WRITE NEW TECHNICAL PROCEDURES
- 11 | COMPOSE/DRAFT AN AGENDA FOR STAFF MEETINGS
- 12 | COMPOSE COMMAND DIRECTIVES ACCORDING TO SPECIFICATIONS
- 13 | PREPARE STANDING OPERATING PROCEDURES, GUIDES AND INSTRUCTIONS
FOR USE BY PERSONNEL
- 14 | ANALYSE JOBS, E.G. ASSESS ADEQUACY OF A POSITION'S DESCRIPTION/
DESIGN
- 15 | CARRY OUT PERIODIC VISITS TO SELECTED BASES TO REVIEW MANAGEMENT
PRACTICES
- 16 | CONDUCT STAFF MEETINGS TO DISCUSS PLANS/ACTIVITIES/PROBLEMS
- 17 | CONDUCT BRIEFINGS
- 18 | DIRECT/GUIDE THE CARE/PREPARATION OF ROOMS
- 19 | MAINTAIN ATTENDANCE RECORDS
- 20 | MAINTAIN LEDGER OF SUPPLY/STOCK, E.G., REQUISITIONS, COST
ACCOUNTING
- 21 | DEVELOP IMPROVED WORK METHODS AND PROCEDURES
- 22 | COMPOSE/OR REVISE JOB/POSITION DESCRIPTIONS
- 23 | DIRECT WORK SIMPLIFICATION OR WORK MEASUREMENT PROGRAMS
- 24 | COORDINATE WITH OTHER DEPARTMENTS CONCERNING PROTOCOL VISITS/
CIVILIAN TOURS
- 25 | MAINTAIN A VOUCHER REGISTER, I.E., EXTERNAL SUPPLY

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 16 OF RESPONSE BOOKLET
26	ARRANGE FOR BRIEFINGS
27	COORDINATE STAFFING ARRANGEMENTS
28	PROCESS PERSONNEL REQUESTS
29	ALLOCATE LOCKERS
30	BRIEF THE COMMANDING OFFICER
31	KEEP PERSONNEL INFORMED OF ADMINISTRATIVE COMMUNICATION CHANGES
32	PERFORM DUTIES OF PUBLIC RELATIONS REPRESENTATIVE FOR DEPARTMENT/UNIT
33	INSTITUTE CHANGES TO IMPROVE WORKING CONDITIONS
34	REVIEW INCOMING MESSAGES/MEMOS
35	PREPARE VISIT INSPECTION REPORT
36	EVALUATE THE ADEQUACY/EFFECTIVENESS OF ROUTINE REPORTS
37	RESEARCH MATERIAL FOR PROJECTS, I.E. COMPILE STATISTICS, GATHER DATA FROM DIFFERENT SOURCES
38	REVIEW DUTY/WARD LOG BOOK
39	REVIEW/COMMENT ON/FORWARD PERSONNEL REQUESTS/MEMOS/LETTERS
40	REVIEW REPORTS/REQUESTS FOR PROPER PREPARATION AND COMPLETION
41	PLAN RECORD KEEPING SYSTEM FOR THE SECTION/DEPARTMENT/ACTIVITY
42	MAINTAIN STATUS BOARD/CHART ON PROJECT/PROGRAM
43	DELEGATE TYPING TASKS
44	MAINTAIN CARDEX FILE/SYSTEM
45	MAINTAIN DUTY/CALL/EMERGENCY RECALL ROSTER
46	MAINTAIN NAVY DIRECTIVES ISSUANCE SYSTEM (INSTRUCTIONS AND NOTICES)
47	COMPILE/UPDATE MAILING/ADDRESS LIST
48	MAINTAIN MODIFICATION RECORDS, E.G., EQUIPMENT, MEDICAL ALLOWANCE
49	SUPERVISE THE MAINTENANCE OF OFFICE RECORDS
50	PREPARE NECESSARY PAPERWORK TO UPDATE ORGANIZATION CHARTS

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 17
OF RESPONSE BOOKLET

- 1 LOG RECOVERABLE INVOICE FORM
- 2 PREPARE INVENTORY REPORTS
- 3 MAINTAIN BLANK (STANDARD) FORMS CONTROL
- 4 ANSWER TELEPHONE/TAKE MESSAGES, MEMOS
- 5 DRAFT OFFICIAL CORRESPONDENCE
- 6 FILL OUT TIME SHEETS
- 7 PREPARE PAPERWORK FOR RETURN OF DAMAGED MATERIALS/SUPPLIES/
EQUIPMENT
- 8 PREPARE WORK ORDERS/WORK REQUESTS
- 9 TYPE
- 10 PREPARE NAVY DISBURSING FORMS
- 11 PREPARE MARINE CORPS DISBURSING FORMS
- 12 MAINTAIN MARINE CORPS DIRECTIVE SYSTEM (ORDERS AND BULLETINS)
- 13 PREPARE IDENTIFICATION CARDS
- 14 PREPARE MESS PASS
- 15 PREPARE GOLD CARDS AND ISSUE
- 16 CALCULATE LAB/DIAGNOSTIC TEST RESULTS
- 17 COORDINATE SIGNS AND ART WORK
- 18 MAKE TRAVEL ARRANGEMENTS FOR MILITARY PERSONNEL
- 19 PREPARE ADMINISTRATIVE FORMS, E.G. CHANGE NAME, CHANGE ADDRESS,
TRAVEL CLAIMS
- 20 WRITE/ENTER INTO LOG MINUTES/NOTES OF MEETINGS
- 21 PREPARE ONE-TIME OR INFREQUENT REPORTS FOR REQUESTORS
- 22 COMPILE STATISTICS NECESSARY TO MAKE REPORTS
- 23 PREPARE DAILY AND SPECIAL BULLETINS, E.G. PLAN OF THE DAY
- 24 COORDINATE PROCEDURES FOR DATA PROCESSING
- 25 DRAFT ASSIGNED PROJECT REPORTS

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 17 OF RESPONSE BOOKLET
26	CHART PLAQUE INDEX
27	CHART PERIODONTAL INDEX
28	INSPECT CONDITION OF ACID LOCKER/VAULT
29	MAKE ENTRIES INTO DENTAL HISTORY, I.E. EXISTING RESTORATIONS, CARIES
30	PREPARE A QUARTERLY REPORT OF DENTAL SERVICES
31	CONTACT OTHER DEPARTMENTS TO OBTAIN/COORDINATE PATIENT/PERSONNEL APPOINTMENTS
32	PREPARE PRECIOUS METAL/NARCOTIC INVENTORY REPORT
33	MAINTAIN CONTROL OF PRECIOUS METALS
34	MAINTAIN DISTRIBUTION SYSTEM OF GENERAL INTEREST LITERATURE, E.G. PAMPHLETS, MAGAZINES
35	PLAN THE PHYSICAL LAYOUT OF A DENTAL CLINIC
36	PICK UP PATIENTS DOCUMENTS FROM FILE
37	MAINTAIN DAILY RECORDS ON PATIENT PROCEDURES/EXAMINATIONS PERFORMED
38	IDENTIFY PATIENT FOR COMPATIBILITY TESTING
39	MAINTAIN COMPONENT THERAPY LOG
40	MAINTAIN TEMPERATURE LOG FOR CRYOPRECIPITATES
41	SCHEDULE APPOINTMENTS FOR CLINIC/DEPARTMENT, E.G., MAINTAIN APPOINTMENT BOOK
42	MAINTAIN PHOTODOSIMETRY LOGS
43	MAINTAIN RADIATION EXPOSURE FILM FILES
44	PREPARE NAVMED 1432 A,B,C (PHOTODOSIMETRY/RADIATION)
45	MAINTAIN INSTRUMENT CALIBRATION FILES
46	MAINTAIN RADIATION SURVEY FILES
47	MAINTAIN FILES OF PERSONNEL WHO ARE INCIDENTALLY EXPOSED TO RADIATION
48	INFORM DOCTOR OF ANY CONTRAINDICATIONS TO STUDY
49	ARRANGE FOR/FOLLOW UP COMPLETION OF CLINICAL LABORATORY TEST
50	ISSUE PERSONNEL MONITORING DEVICES, E.G. POCKET DOSIMETER, FILM BADGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 18 OF RESPONSE BOOKLET
1	COLLECT PERSONNEL MONITORING DEVICES FOR PROCESSING
2	PREPARE AND MAINTAIN X-RAY FILE ENVELOPES
3	LOG NUMBER OF X-RAY EXPOSURES MADE ON EACH PATIENT
4	CHECK PATIENTS CHART/HEALTH RECORD FOR COMPLETENESS OF FORMS/REPORTS/RECORDS
5	LOG CHANGES/DELETIONS OF OPERATING PROCEDURES ON SLATE IN OPERATING ROOM
6	LOCATE MISPLACED CHARTS/HEALTH RECORDS
7	MAKE ENTRIES ONTO ANESTHESIA RECORD
8	LOG X-RAY NUMBERS OR IDENTIFICATION CN TO RECORDS
9	OBTAIN CONSENTS FOR PROCEDURES/AUTOPSY
10	ENTER PATIENT IDENTIFICATION INFORMATION ONTO REPORTS/RECORDS
11	CHECK PERSONNEL FOR REQUIRED ATTIRE FOR ENTRY/EXIT FROM DEPARTMENT
12	FILE PRESCRIPTION FORMS
13	WRITE SCRIPTS FOR CLOSED CIRCUIT INSTRUCTIONAL TELEVISION
14	ANALYZE TRAINING STATUS OF THE DEPARTMENT
15	MONITOR INSTRUCTIONAL CLOSED CIRCUIT TELEVISION LECTURES
16	APPROVE REQUESTS FOR TRAINING AIDS/MATERIALS/BOOKS
17	COMPUTE TEST GRADES
18	CONFER WITH INSTRUCTIONAL STAFF ON INDIVIDUAL STUDENT PROBLEMS
19	SET UP/BREAK DOWN CLASSROOM DEMONSTRATIONS/TEACHING AIDS
20	DEMONSTRATE NEW EQUIPMENT OR PRODUCTS TO STUDENTS/STAFF
21	COORDINATE DOCTORS/GUESTS LECTURES
22	COORDINATE/ARRANGE FOR USE OF ROOMS, E.G. LECTURES, CONFERENCE
23	COUNSEL TRAINEES REGARDING FIRST TOUR ASSIGNMENT
24	COUNSEL PERSONNEL/TRAINEES ON CAREER PLANS, E.G. AVAILABILITY OF EDUCATIONAL PROGRAMS
25	PLAN COURSE CONTENT FOR TECHNICAL SCHOOL COURSE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 18 OF RESPONSE BOOKLET
26	PLAN CURRICULUM FOR ENTIRE TECHNICAL SCHOOL
27	ESTABLISH GRADING PROCEDURES AND PASS-FAIL CRITERIA
28	EVALUATE CLASSROOM/CLINICAL INSTRUCTIONAL TECHNIQUES
29	MAINTAIN A SET OF REFERENCE BOOKS/MANUALS/PUBLICATIONS
30	MAINTAIN LIBRARY/LITERATURE ON EDUCATION/TRAINING OPPORTUNITIES
31	NOMINATE INDIVIDUALS FOR EDUCATION/TRAINING PROGRAM ATTENDANCE
32	ORIENT TRAINEES/STUDENTS TO PROGRAM, I.E. OBJECTIVES OF PROGRAM, CLASS SCHEDULE
33	WRITE BROCHURES/LITERATURE/RELEASE ON EDUCATION/TRAINING PROGRAMS
34	COORDINATE CLASS SCHEDULES WITHIN COMMAND
35	PREPARE STATEMENTS OF COURSE OBJECTIVES
36	DIRECT AND PRODUCE INSTRUCTIONAL CLOSED CIRCUIT TELEVISION LECTURES
37	DECIDE WHEN TRAINEE IS CAPABLE OF PERFORMING A PROCEDURE WITHOUT DIRECT SUPERVISION
38	PLAN CONTENT FOR OJT PROGRAM
39	REVIEW INSTRUCTORS' TESTS, WRITTEN AND PRACTICAL EXAMINATION
40	REVIEW INSTRUCTIONAL STAFF QUALIFICATIONS
41	PLAN/WRITE STUDENTS ROTATION SCHEDULE
42	SELECT APPLICANTS FOR TRAINING
43	EVALUATE EFFECTIVENESS OF UNIT'S OJT PROGRAM
44	CHECK INDIVIDUAL'S PROGRESS DURING OJT
45	SELECT WORK EXPERIENCES FOR STUDENT/TRAINEE
46	MAINTAIN RECORD OF TRAINEE'S EXPERIENCE IN OJT PROGRAM, E.G. COURSES , PRACTICAL EXPERIENCE
47	INSTRUCT PERSONNEL ON ACTION TO BE TAKEN FOLLOWING ANIMAL/INSECT BITE
48	POST/ENTER TRAINING INFORMATION INTO INDIVIDUAL RECORDS
49	LECTURE/ORIENT PERSONNEL ON ALCOHOL AND DRUG ABUSE
50	PREPARE CLASS RECORDS

TURN PAGE

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 19
| OF RESPONSE BOOKLET

- 1 | WRITE REPORT ON TRAINING FOR BUMED
- 2 | REVIEW INDIVIDUAL TRAINEE RECORDS IN PLANNING INSTRUCTION
- 3 | REVIEW/VERIFY SPECIAL TRAINING RECORD ENTRIES, E.G., DEGREES/
| LICENSES
- 4 | DEVELOP/DIRECT AUTOMATED TESTING PROGRAM
- 5 | DEVELOP/DIRECT AUTOMATED ACADEMIC RECORD PROGRAM
- 6 | PERFORM INPUT PROCEDURES FOR AUTOMATED SCHOLASTIC RECORDS
- 7 | PROGRAM AND OPERATE OPTICAL SCANNER
- 8 | DESIGN AND FABRICATE INSTRUCTION CLOSED CIRCUIT TELEVISION
| STUDIO PRODUCTION SETS
- 9 | ESTABLISH MEDICAL DEPARTMENT GUIDELINES AND POLICY FOR AN
| EDUCATION/TRAINING PROGRAM
- 10 | ESTABLISH CRITERIA FOR SELECTION OF PARTICIPANTS IN EDUCATION/
| TRAINING PROGRAMS
- 11 | ESTABLISH MEDICAL DEPARTMENT GUIDELINES AND POLICY FOR
| CURRICULUM TRAINING CONTENT
- 12 | ESTABLISH MEDICAL DEPARTMENT GUIDELINES AND POLICY FOR SELECTION
| OF INSTRUCTIONAL STAFF
- 13 | ESTABLISH MEDICAL DEPARTMENT GUIDELINES AND POLICY FOR
| EVALUATION OF PROGRAM EFFECTIVENESS
- 14 | ESTABLISH MEDICAL DEPARTMENT GUIDELINES AND POLICY FOR
| EVALUATING INSTRUCTOR EFFECTIVENESS
- 15 | ESTABLISH MEDICAL DEPARTMENT GUIDELINES AND POLICY FOR
| EVALUATION OF ATTENDEE PERFORMANCE
- 16 | ESTABLISH POLICY FOR PROGRAM DOCUMENTATION/RECORD KEEPING
- 17 | INSTRUCT FOOD SERVICE PERSONNEL ON FOOD SANITATION AND HYGIENE
- 18 | ESTABLISH POLICY FOR INDIVIDUAL ACHIEVEMENT AWARDS
- 19 | ESTABLISH TRAINING QUOTAS/SCHEDULES
- 20 | DESIGN IN-SERVICE TRAINING COURSES
- 21 | INTERPRET TERMINAL POLICY TO HIGHER/LOWER ECHELONS
- 22 | INTERPRET TERMINAL POLICY TO OTHER/OUTSIDE AGENCIES/GROUPS
- 23 | NOMINATE STUDENTS FOR EDUCATIONAL ACHIEVEMENT AWARDS
- 24 | RESOLVE CONFLICTS IN TECHNICAL CURRICULUM PLANNING/
| IMPLEMENTATION
- 25 | MONITOR EDUCATION/TRAINING ACTIVITIES FOR ADHERENCE TO POLICY

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 19 OF RESPONSE BOOKLET
26	EXAMINE TERMINAL PROGRAMS FOR ADHERENCE TO ACCREDITATION/LEGAL REQUIREMENTS
27	ACT AS TEACHER-GUIDE ON FIELD TRIPS
28	ARRANGE FOR USE OF LECTURE/TEACHING/DEMONSTRATION AIDS AND EQUIPMENT
29	ASSIGN GRADES FOR INDIVIDUAL PERFORMANCE
30	CONDUCT SEMINARS
31	PLAN INSTRUCTIONAL - STAFF MEETINGS
32	CONDUCT SPECIAL PREP-SESSION FOR ADVANCEMENT EXAMS
33	TEACH FORMAL CLASSES
34	SELECT TOPICS FOR STAFF LECTURE SERIES
35	DESIGN TRAINING AIDS, ILLUSTRATIONS, GRAPHICS
36	DEVELOP EXERCISE/DRILL CONTENT
37	EVALUATE STUDENTS PERFORMANCE/PROGRESS
38	EVALUATE INSTRUCTIONAL MATERIAL FOR CONTENT
39	EVALUATE/SELECT AUDIOVISUAL MATERIALS, E.G. FILMS
40	ADMINISTER EXAMINATIONS
41	GIVE FIELD MEDICAL TRAINING UNDER SIMULATED COMBAT CONDITIONS
42	GIVE FIRST AID INSTRUCTION
43	INSTRUCT ON NON-PROFESSIONAL SUBJECTS
44	PERFORM CLASSROOM DEMONSTRATIONS
45	WRITE LESSON PLANS
46	WRITE TRAINING SCRIPTS FOR SIMULATION EXERCISES/DRILLS
47	WRITE CORRESPONDENCE COURSE LESSONS
48	WRITE FIELD GUIDES/MANUALS
49	DRAW UP STUDENT COURSE ASSIGNMENTS
50	WRITE DETAILED TRAINING SYLLABUS

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 20
OF RESPONSE BOOKLET

- 1 WRITE USER INSTRUCTIONS FOR NEW EQUIPMENT OR NEW PROCEDURES
- 2 WRITE/REVISE/AMEND RATE TRAINING MANUALS
- 3 SELECT CLINICAL MATERIAL FOR INSTRUCTIONAL PURPOSES, E.G.
PATIENTS, CASE STUDIES
- 4 SELECT NEW MATERIALS/ADVANCED KNOWLEDGE FOR TEACHING PURPOSES
- 5 SCORE/CORRECT QUIZZES/EXAMINATIONS MANUALLY
- 6 TRAIN INSTRUCTORS
- 7 EVALUATE HOSPITAL FIRE DRILL
- 8 EVALUATE MASS CASUALTY SIMULATION
- 9 EVALUATE MEDICAL FIELD EXERCISES/DRILLS
- 10 ACT AS OBSERVER OF EXPERIMENTAL SUBJECTS/ANIMALS
- 11 ALLOCATE PERSONNEL TO VARIOUS RESEARCH FACILITIES/PROJECTS
- 12 USE AND EVALUATE NEW EQUIPMENT/MATERIAL (USER-TRIAL)
- 13 BUILD SPECIAL EQUIPMENT/DEVICES FOR RESEARCH
- 14 CALIBRATE/TEST EXPERIMENTAL EQUIPMENT/APPARATUS
- 15 COMPILE EXPERIMENTAL DATA FOR REPORTS
- 16 CONDUCT RESEARCH LITERATURE SEARCH/SURVEY
- 17 SCHEDULE RESEARCH PROJECT ACTIVITIES
- 18 CONDUCT OPERATIONAL TEST AND EVALUATION OF RESEARCH PRODUCTS
- 19 ACT AS PRINCIPAL INVESTIGATOR ON RESEARCH
- 20 CORRESPOND/VISIT WITH LIKE-FIELD RESEARCHERS/LABS
- 21 PROVIDE CONSULTATION ON RESEARCH DESIGN
- 22 COORDINATE OWN RESEARCH PROGRAMS WITH OTHER NAVY COMMANDS
- 23 COORDINATE/OVERSEE RESEARCH PROGRAMS BETWEEN VARIOUS BUMED
ACTIVITIES
- 24 DESIGN/PREPARE DATA FOR COMPUTER PROCESSING
- 25 DESIGN SPECIAL RESEARCH EQUIPMENT/DEVICES

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 20 OF RESPONSE BOOKLET
26	DETERMINE RESEARCH PRIORITIES
27	ESTABLISH RESEARCH PROCEDURES/METHODOLOGY
28	EVALUATE COMBAT TRAINING FOR MEDICAL PERSONNEL
29	RECORD/MAINTAIN RECORDS OF EXPERIMENTAL FINDINGS/TESTS
30	LAYOUT/DESIGN RESEARCH FACILITIES/SPACES
31	DETERMINE RESEARCH REPORT DISTRIBUTION LIST
32	MONITOR RESEARCH PROJECT PROGRESS
33	OBTAIN LEGAL WAIVERS FROM RESEARCH SUBJECTS
34	OPERATE/CONTROL EQUIPMENT FOR EXPERIMENTAL TESTS
35	MAINTAIN ANIMAL COLONY
36	PARTICIPATE IN ACCIDENT INVESTIGATION RESEARCH
37	WRITE USER-TRIAL REPORTS
38	WRITE CORRESPONDENCE ON RESEARCH MATTERS
39	DESIGN/PREPARE RESEARCH DISPLAYS FOR CONFERENCES/CONVENTIONS/ BRIEFINGS
40	DRAW UP BUDGET FOR RESEARCH PROGRAM
41	WRITE ANALYSIS OF RESEARCH FINDINGS
42	WRITE TECHNICAL PAPERS/REPORTS FOR PUBLICATION
43	SERVE AS SUBJECT DURING RESEARCH EVALUATION
44	RECRUIT/SELECT CIVILIAN SCIENTIFIC/TECHNICAL STAFF
45	REVIEW/APPROVE RESEARCH REPORTS FOR OFFICIAL PUBLICATION/ DISTRIBUTION
46	REVIEW/COMMENT ON TECHNICAL ASPECTS OF IN-HOUSE RESEARCH REPORTS
47	WRITE RESEARCH PROPOSALS/TOP/FOR APPROVAL
48	CLEAN DENTAL OPERATORY AFTER CONCLUSION OF PROCEDURES
49	COORDINATE SAFETY PROGRAM
50	PERFORM ROUTINE SAFETY INSPECTIONS

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 21 OF RESPONSE BOOKLET
1	CALCULATE RADIOACTIVE CONTAMINATION LEVELS FROM SWIPE SURVEYS
2	ARRANGE FOR HOUSEKEEPING/CLEANLINESS OF AREA
3	CHECK DARK ROOM SAFE LIGHTS
4	CHECK X-RAY DARK ROOM FOR LIGHT LEAKS
5	DO HOUSEKEEPING/CLEANING DUTIES
6	INSPECT BERTHING AREAS
7	INSPECT BIVOUAC AREAS FOR HYGIENIC CONDITIONS
8	INSPECT BREATHING MASKS (OXYGEN OR GAS) FOR MALFUNCTION
9	CHECK COMPRESSED GAS TANKS FOR LEAK, E.G. OXYGEN
10	INSPECT TOILETS AND WASHROOMS
11	DISINFECT INSTRUMENTS/MATERIALS/EQUIPMENT
12	MONITOR CONTRACT HOUSEKEEPING SERVICES
13	PERFORM HOT AND COLD TESTS ON PROTECTIVE CLOTHING
14	DO PERIODIC MECHANICAL SAFETY CHECKS ON POWER OPERATED EQUIPMENT
15	PROVIDE ADVICE ON SAFETY EQUIPMENT IMPROVEMENTS
16	DECONTAMINATE PERSONNEL SUBJECTED TO ABNORMAL INTERNAL RADIATION EXPOSURE
17	ANALYZE RADIATION DATA TO MAKE PREDICTIONS OF PERSONNEL EXPOSURE
18	PERFORM FUMIGATION PROCEDURES
19	CHECK SAFETY OF RADIATION PROTECTIVE CLOTHING
20	PROVIDE ADVICE ON IMPROVING HYGIENIC CONDITIONS
21	REVIEW DEFENSIVE MEASURES AGAINST NBC EFFECTS
22	REVIEW AND EVALUATE BACTERIAL DECONTAMINATION PROCEDURES
23	REVIEW AND EVALUATE ASEPTIC TECHNIQUES
24	MONITOR ATMOSPHERE FOR SCATTERED RADIATION
25	COORDINATE TRAINING FOR WET NETS/DRY NETS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN FIGHT SIDE OF PAGE 21 OF RESPONSE BOOKLET
26	COORDINATE TRAINING FOR BOOBY TRAPS, JUNGLE WARFARE
27	FIELD STRIP PERSONAL WEAPONS
28	FAM FIRE THE PERSONAL WEAPON
29	FAM FIRE THE M-50 CAL MACHINE GUN
30	FAM FIRE HANDGRENADES
31	CONDUCT CLASSES ON WATER SURVIVAL TECHNIQUES
32	CONDUCT CLASSES ON WATER SURVIVAL RESCUE TECHNIQUES
33	CONDUCT CLASSES ON USE OF WATER SURVIVAL/RESCUE EQUIPMENT, E.G. HELO HOIST
34	COORDINATE TRAINING FOR EMBARKATION/DEBARKATION PROCEDURES
35	SET UP, MAINTAIN COMPANY ARMORY
36	PREPARE EQUIPMENT FOR CARGO HANDLING PROCEDURES
37	TRAIN PERSONNEL IN CARGO HANDLING
38	TRAIN PERSONNEL IN PERIMETER GUARD DUTIES
39	PERFORM PERIMETER GUARD DUTIES
40	PARTICIPATE IN NIGHT COMPASS MARCH
41	PARTICIPATE IN HELO EXERCISES
42	PARTICIPATE IN AMPHIBIOUS OPERATIONS
43	COORDINATE WITH OTHER UNITS DURING FIELD EXERCISES
44	DRIVE FIELD VEHICLES OFF LANDING CRAFT DURING AMPHIBIOUS OPERATIONS
45	DRIVE FIELD VEHICLES UNDER FIELD BLACKOUT CONDITIONS
46	CARRY OUT OFFICE/AREA/UNIT SECURITY MEASURES
47	CONDUCT SECURITY INSPECTIONS
48	COORDINATE WITH INTELLIGENCE USERS AND AGENCIES
49	DIRECT/CONTROL TRAFFIC DURING EMERGENCY CALL
50	DETERMINE ELEVATION, LOCATION, DISTANCE, AND TERRAIN FEATURES USING FIELD MAPS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 22 OF RESPONSE BOOKLET
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| 1 | DETERMINE PARKING AREAS/GARAGE ARRANGEMENTS FOR VEHICLES |
| 2 | DISSEMINATE WEATHER FORECASTS |
| 3 | DO CLEANING/DEFROSTING REFRIGERATOR AS REQUIRED |
| 4 | DO CAMOUFLAGE OF TENTAGE, VEHICLES |
| 5 | DRIVE AMBULANCES OR AMBULANCE BUSES |
| 6 | DRIVE/OPERATE FORK LIFT |
| 7 | SERVE AS CHAUFFER FOR VISITORS OR VIPS |
| 8 | ERECT/STRIKE FIELD TENTS |
| 9 | INVESTIGATE AIRCRAFT ACCIDENTS |
| 10 | INSPECT LIVING QUARTERS |
| 11 | INSTRUCT/DIRECT PERSONNEL IN MAINTAINING SECURITY STANDARDS |
| 12 | WORK IN ROUTINE WORKING PARTIES, E.G. LOAD, UNLOAD, CLEAN,
MAINTAIN GROUNDS |
| 13 | MARK OBSTRUCTIONS NEAR AIR LANDING |
| 14 | OPERATE VEHICLE TO TRANSPORT MEDICAL MATERIAL |
| 15 | PARTICIPATE IN EMERGENCY EVACUATION DRILLS |
| 16 | PARTICIPATE IN JOINT DISASTER EXERCISES OR MANEUVERS |
| 17 | PARTICIPATE IN NIGHT COMBAT EXERCISES |
| 18 | PARTICIPATE IN RIOT CONTROL |
| 19 | PERFORM DAILY INSPECTION OF VEHICLES |
| 20 | PERFORM DRY TANK DIVING OPEATIONS |
| 21 | PERFORM SKETCHES/DRAWINGS FOR ASSIGNED PROJECTS |
| 22 | PLAN UNIT TACTICAL SECURITY |
| 23 | PREPARE SKETCH MAPS |
| 24 | RECEIVE REPORTS OF ENEMY INFORMATION |
| 25 | REQUISITION MAPS |

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN EIGHT SIDE OF PAGE 22 OF RESPONSE BOOKLET
26	SELECT AIR LANDING SITES
27	SERVE AS BUS MONITOR
28	SERVE AS FIRE WARDEN FOR ALARM OR DRILL
29	SERVE AS MESS/CLUB/INSTITUTE COMMITTEE MEMBER
30	SERVE AS MEMBER OF UNIT FIRE PREVENTION COMMITTEE
31	SERVE AS RANGE SAFETY OFFICER
32	SERVE ON DAMAGE CONTROL TEAM
33	SERVE AS CASUALTY CARE COORDINATOR
34	PARTICIPATE IN FIELD COMBAT TRAINING
35	DETERMINE METHOD OF MOVING/TRANSPORTING PATIENT

Part II B

LIST OF INSTRUMENTS AND EQUIPMENT

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 23 OF RESPONSE BOOKLET
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|----|---|
| 1 | ALLOY PELLETS, SILVER |
| 2 | ALLOY, GOLD |
| 3 | PROPORTIONER, SILVER ALLOY AND MERCURY (CRESCENT) |
| 4 | GOLD FOIL, DENTAL |
| 5 | KNIFE, GOLD FINISHING |
| 6 | MERCURY |
| 7 | BURS, DENTAL, EXCAVATING |
| 8 | BURS, DENTAL, FINISHING |
| 9 | BURS, DENTAL, SURGICAL |
| 10 | BURNISHER, DENTAL |
| 11 | PLUGGER, DENTAL, PLASTIC |
| 12 | EXCAVATOR, DENTAL |
| 13 | ELEVATOR, ROOT |
| 14 | ELEVATOR, PERIOSTEAL |
| 15 | FORCEPS, TOOTH EXTRACTING |
| 16 | TRIMMER, GINGIVAL MARGIN |
| 17 | PLUGGER, DENTAL, AMALGAM |
| 18 | HOLDER, COTTON ROLL |
| 19 | MIRROR, MOUTH, EXAMINING |
| 20 | HOLDER MATRIX, WEDGE, DENTAL |
| 21 | PROBE, PERIODONTAL |
| 22 | REAMER, PULP, DENTAL |
| 23 | APRON, RADIATION PROTECTIVE |
| 24 | CEMENT, ZINC PHOSPHATE |
| 25 | CEMENT, SILICATE |

GO TO RIGHT HAND PAGE

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 23
| OF RESPONSE BOOKLET

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| 26 | ACRYLIC RESIN, DENTURE |
| 27 | SCALER, DENTAL |
| 28 | SPATULA, DENTAL |
| 29 | STONE, ARTIFICIAL, DENTAL |
| 30 | PLASTER, ORTHOPEDIC/DENTAL |
| 31 | WEDGE SET, DENTAL |
| 32 | STRIP, METAL |
| 33 | STRIP, MATRIX, POLYETHYLENE, TEREPHTHALATE, CLEAR |
| 34 | ABRASIVE, DENTURE |
| 35 | PROBE, ABSCESS |
| 36 | ADHESIVE, IMPRESSION, DENTAL |
| 37 | APPLICATOR SET, PIN RETENTION, DENTAL |
| 38 | PAPER, ARTICULATING, DENTAL |
| 39 | WAX, OCCLUSAL INDICATOR, DENTAL |
| 40 | WAX, BASEPLATE, DENTAL |
| 41 | Mallet, ORAL SURGERY |
| 42 | BRUSH, FIBER, ROTARY WHEEL |
| 43 | BRUSH, SCRATCH, DENTAL |
| 44 | SCISSORS, CROWN AND COLLAR |
| 45 | CUP, POLISHING, DENTAL HANDPIECE |
| 46 | ARBOR AND BAND SET, DENTAL HANDPIECE |
| 47 | BOWL, PLASTER OF PARIS, MIXING |
| 48 | BRUSH, POLISHING, DENTAL HANDPIECE |
| 49 | GINGIVAL RETRACTION CORD, IMPREGNATED, DENTAL |
| 50 | PIN, TOOTH DIE |

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 24
OF RESPONSE BOOKLET

- 1 REMOVER, CROWN, DENTAL
- 2 REFRACTOR, GINGIVAL
- 3 SPLINT SET, ARCH WIRE, DENTAL
- 4 PLUGGERS, ROOT CANAL
- 5 STOPPING, TEMPORARY, DENTAL
- 6 ADAPTER, X-RAY FILM, DENTAL
- 7 AIR EVAC STRETCHER/LITTER
- 8 ASPIRATOR, PORTABLE
- 9 INHALATOR-ASPIRATOR (RESUSCITATOR)
- 10 ALLEN WRENCHES
- 11 ANAEROBIC INCUBATOR
- 12 ARTICULATORS
- 13 BALANCE AND WEIGHTS, PRECIOUS METALS
- 14 SPHYGMOMANOMETER (BLOOD PRESSURE APPARATUS)
- 15 GAS BURNERS, E.G. BUNSEN
- 16 BURN PACK
- 17 PROCESSING MACHINE, X-RAY FILM, MANUAL
- 18 CASUALTY SIMULATION KIT
- 19 CAUTERY APPARATUS
- 20 CHISEL, NON-SURGICAL
- 21 CHISELS, SURGICAL
- 22 CLAMP SURGICAL
- 23 COLLAPSIBLE LITTER
- 24 COMPRESSED AIR CYLINDER/TANK
- 25 PROCESSING MACHINE, X-RAY FILM, AUTOMATIC

GO TO RIGHT HAND PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 24
OF RESPONSE BOOKLET

26	HOLDER SET, DENTAL RADIOGRAPHIC FILM EXPOSURE
27	WHEEL, ABRASIVE, DIAMOND, AMP/ASP
28	IMPRESSION SYRINGE
29	IRRIGATING SYRINGE
30	SYRINGE/NEEDLES
31	SYRINGE, CARTRIDGE, ASPIRATING DENTAL
32	LABORATORY MICROSCOPE (LIGHT)
33	ENDOTRACHEAL TUBE
34	EVACUATOR, OPAL CAVITY
35	EXPLORER, DENTAL
36	FACE BOW, ARTICULATOR, DENTAL
37	FIRST AID KIT
38	GAUGES ALL TYPES
39	GUIDE, OCCLUSAL PLANE
40	GUIDE, SHADE
41	LANCET, FINGER BLEEDING
42	LABORATORY BENCH, MOBILE, HOT/COLD WATER SYSTEM
43	MAE WEST/WAISTCOAT LIFE SAVING
44	MALLET, PLUGGING, DENTAL
45	MANNEQUIN, FIRST AID
46	MARITIME/INLAND/ARCTIC SURVIVAL KIT
47	MASS CASUALTY AID KIT
48	MASS CASUALTY RECORD KIT
49	MECHANICAL SPATULATOR
50	SET, MINOR SURGICAL

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 25 OF RESPONSE BOOKLET
1	FILM BADGE
2	PUNCH,, RUBBER DAM
3	RETAINERS, MATRIX
4	SEPARATORS, TEETH
5	SHEARS, PLASTER CAST
6	FILE, BONE
7	SPONGES, SURGICAL (RADIOPAQUE)
8	SPRUE/SPRUE FORMER
9	STETHOSCOPE
10	STRETCHER BASKETS
11	STRETCHER, PORTABLE (AMBULANCE)
12	SURVEYOR CLASP, DESIGNING
13	SUTURE REMOVAL SET
14	SYRETTES
15	TENT, FIELD, ALL TYPES
16	THERMOMETER, CLINICAL
17	TOOL, TUBE CUTTING/FLARING
18	TRAY, ANAESTHETIC, LOCAL
19	INSTRUMENT TRAY, MINOR SURGERY
20	TRAY, ANAESTHETIC PREPARATION
21	TRAY, ANTIDOTE (POISON)
22	TRAY, MUSCLE BIOPSY
23	DRESSINGS (TRAY, CART, DRAWER)
24	TRAY, INCISION DRAINAGE
25	TRAY, IMPRESSION ALGINATE

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 26 OF RESPONSE BOOKLET
26	DRILL, JORDAN DAY
27	PLASTIC HEAT SEALER
28	PLIERS, DENTAL, ALL TYPES
29	CEPVICAL BIOPSY TRAY
30	FILE, PERIODONTAL
31	MARGIN FINISHING FILE
32	FILE, PULP CANAL
33	AMALPAC
34	CALIPER
35	CARRIER, AMALGAM, DENTAL
36	CARVER, DENTAL, ALL TYPES
37	CLAMP, RUBBER DAM
38	CURETTES, PERIODONTAL
39	KNIFE, DENTAL, ALL TYPES
40	DISPENSER, FILM, DENTAL X-RAY
41	HANDPIECE, DENTAL, AIR TURBINE
42	HANDPIECE, DENTAL, HIGH SPEED
43	HANDPIECE, DENTAL, LOW SPEED
44	HANDPIECE, DENTAL, STRAIGHT
45	HANDPIECE, DENTAL, ANGLE
46	HANDPIECE, DENTAL, PROPHYLAXIS
47	FORCEPS, CLAMP, RUBBER DAM
48	FORCEPS, HEMOSTATIC
49	HANDPIECE, DENTAL, BELT DRIVEN
50	PAN, PUMICE

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 26 OF RESPONSE BOOKLET
1	HOLDER, RUBBER DAM, STRAP TYPE
2	KNIFE, PLASTER
3	PLUGGER, PLASTIC FILLING, DENTAL
4	HOLDER, SUTURE NEEDLE
5	PRESS, DENTURE FLASK
6	RONGEUR, BONE
7	PLUGGERS, ROOT CANAL
8	SLABS, MIXING, GLASS
9	STONE, SHARPENING
10	TEETH, ARTIFICIAL, PLASTIC
11	TEETH, ARTIFICIAL, PORCELAIN
12	FLASK, DUPLICATING
13	SPATULA, WAX
14	CAMERA, TELEVISION
15	UNIT, DENTAL OPERATING
16	CABINET, DENTAL MODULAR
17	PLUGGER, GOLD FOIL, DENTAL, WITH POINTS
18	EVACUATOR, ORAL, VACUUM, HIGH SPEED
19	ULTRASONIC PROPHYLAXIS UNIT
20	LIGHT, DENTAL, OPERATING
21	LIGHTS, TELEVISION, STUDIO
22	MACHINE, FLOOR POLISHING
23	MACHINE, RUG CLEANING
24	OPTICAL SCANNER
25	COMPRESSED AIR DEHYDRATOR

GO TO RIGHT HAND PAGE

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 26
| OF RESPONSE BOOKLET

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| 26 | AIR COMPRESSOR |
| 27 | AIR TURBINE |
| 28 | AMALGAMATOR, ELECTRIC, DENTAL |
| 29 | AUTOCLAVE, GAS |
| 30 | AUTOCLAVE, DRY HEAT |
| 31 | COMPRESSOR UNIT, RECIPROCATING, FIELD |
| 32 | DEFIBRILLATOR, PORTABLE |
| 33 | DEFIBRILLATOR COMPLETE WITH SCOPE SYNCHRONIZER |
| 34 | DEFIBRILLATOR, INTERNAL |
| 35 | DENTAL OPERATING UNIT, FIELD |
| 36 | DENTAL CHAIR, MOTOR DRIVEN |
| 37 | RADIAC METERS |
| 38 | DENTAL CHAIR, FOOT OPERATED |
| 39 | OVEN DRY HEAT |
| 40 | ELECTRIC FAN |
| 41 | DISTILLING APPARATUS, WATER |
| 42 | TV SET, PORTABLE |
| 43 | OXYGEN REGULATOR, AUTOMATIC POSITIVE PRESSURE, DILUTER DEMAND |
| 44 | TORSO HARNESS |
| 45 | FIELD POWER GENERATOR, PORTABLE |
| 46 | ENGINE, DENTAL, FIELD |
| 47 | GENERATORS, EMERGENCY POWER, STATIONARY |
| 48 | BLOCK, FIELD MEDICAL, DENTAL, INSTRUMENT/SUPPLIES |
| 49 | MAGNAVIEWER |
| 50 | FILM SPLICER |

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 27
OF RESPONSE BOOKLET

- 1 WAR GASES DETECTION KIT
- 2 FURNACE, VACUUM, PYROPLAST
- 3 INCUBATOR'S LABORATORY
- 4 INSTRUMENT WASHER-STERILIZER
- 5 WATER BATH WITH THERMOSTAT
- 6 LIGHT, OPERATING, FIELD
- 7 LATHE, POLISHING/GRINDING
- 8 MOVIE PROJECTOR/ACCESSORIES
- 9 RESUSCITATOR, FIELD (CHEMICAL WARFARE)
- 10 UNIT, AIR ABRASIVE, DENTAL LABORATORY
- 11 SEWING MACHINE/ACCESSORIES
- 12 SURGICAL INSTRUMENT SHARPENER, ELECTRIC
- 13 SLIDE/FILM STRIP/STILL PROJECTOR
- 14 AUDIO TAPE RECORDERS
- 15 BLOWTORCH, ALCOHOL
- 16 TRIMMER, DENTAL MODEL
- 17 TYPEWRITER
- 18 VIBRATOR, DENTAL MOLDING
- 19 PORTABLE X-RAY UNIT
- 20 STATIONARY X-RAY UNIT
- 21 X-RAY, EQUIPMENT, FIELD
- 22 DRYER, X-RAY FILM
- 23 BLOWPIPE, ACETYLENE
- 24 BLOWPIPE OXYGEN GAS
- 25 CASTING MACHINE, DENTAL METALS, AUTOMATIC

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 27
OF RESPONSE BOOKLET

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| 26 | CASTING MACHINE, DENTAL METALS, MANUAL |
| 27 | CASTING MACHINE, CHROME COBALT |
| 28 | PANDREX X-RAY UNIT |
| 29 | CYLINDER ACETYLENE |
| 30 | EJECTOR FOR DENTURE FLASK |
| 31 | OXYCOT |
| 32 | SOLDERING EQUIPMENT |
| 33 | TI-LECTRO POLISHER, (CHROME COBALT) |
| 34 | DENTAL PRESS, PNEUMATIC |
| 35 | CAVITRON |
| 36 | HANAM DRYOR INJECTION FLASK |
| 37 | CLAY CURVING INSTRUMENTS (SCULPTURING) |
| 38 | TRACHEOTOMY TUBES, METAL |
| 39 | HOLDER, RUBBER DAM, U FRAME |
| 40 | FILM EDITORS |
| 41 | OXY-ACETYLENE WELDING EQUIPMENT |
| 42 | ELECTROPLATER (SILVER, GOLD AND COPPER) |
| 43 | OIL STERILIZER |